

Cultural Arts & Marketing Division – Cultural Funding Program  
**FUNDING ADVISORY COMMITTEE**  
**Meeting Minutes**

Wednesday, April 9, 2008, 5:30 PM  
Oakland City Hall, Hearing Room 2  
(One Frank Ogawa Plaza, 1<sup>st</sup> Floor)

1. **Call to Order/ Determination of Quorum**

A Meeting of the Funding Advisory Committee was held in City Hall, Hearing Room 2, located at One Frank Ogawa Plaza, 1<sup>st</sup> Floor, Oakland, CA 94612. The meeting convened at 5:40 PM. A quorum was established. Denise Pate Chaired the meeting for the excused absence of Jenny Louie.

**Present:** Nives Wetzal de Cediell, Sherwood Chen, Khan Wong, Denise Pate  
**Absent:** Jenny Louie, Lynn Rogers,  
**Staff:** Kathy Littles (Acting Cultural Funding Program Coordinator)  
Rachel Anne Palacios (Cultural Funding Program Assistant)

2. **Open Forum**

Stuart Kandell, Director of Stagebridge (a current and past grantee) thanked the committee for their support of his organization. He stated that this year Stagebridge “almost didn’t get funded.” He added that he was concerned and disappointed that several Oakland based organizations failed to receive funding this year. His four suggestions for improving the program were: (1) Create a special category for groups that are 15-20 years old wherein they will receive guaranteed funding from the city from year to year. (2) Create a category for new organizations. (3) Institute a cap on the amount that an organization can request. (4) Change the panel procedure wherein staff would make all funding recommendations.

Christine Dover from TheaterFIRST suggested that the committee and staff consider eliminating the one year hiatus rule in the Organization Project Support grant category. Lori Zook suggested that the committee and staff consider a cap on the request amount in the Organizational Assistance grant category.

3. **Oral Reports from Chair and Staff**

- **Staff Report on the strengths and weaknesses of the FY 2008-2009 Cultural Funding Program (CFP) Review Panels**

Kathy Littles, Cultural Funding Program Acting Coordinator reported that nineteen of the twenty-eight panelists either lived or worked in Oakland. Some of the suggestions and comments forwarded to staff from panelists were as follows:

- The new Project Summary box worked well and should be included in next years applications
- Three minutes was more than enough time for applicants to address the panel

- Provide more specific instructions to the lead presenter (Organization Project)
- Create a way in which the City can support grants from small or emerging groups
- Have separate panel orientations for each grant category
- Provide “good and bad” sample applications to panelists
- Site visits for the Organizational Assistance grant was a great idea

Kathy added the “trial formula” of using the total request amount to determine the monetary allocation to the four grant categories was fair, logical and overall worked well. For the 2009-2010 funding cycle, Rachel Anne Palacios suggested that we continue to recruit panelists through various mediums including ArtSource, the website and FAC referrals. Each panel should have a FAC member present. Rachel concluded by stating that the panelists duties sheet should be updated as well as the panelist orientation process.

4. **Action Item** – Approval of January 9, 2008, Regular Meeting Minutes  
 Sherwood Chen noted that the date on the minutes should read January 9, 2008. A motion was made by Sherwood Chen to accept the January 9, 2008 FAC Meeting Minutes. Nives Wetzal de Cediell second the motion.

5. **Oral Report and Action Item** – Approval of FY 2008-2009 Funding Recommendations

Cultural Funding Program Acting Coordinator Kathy Littles provided a numerical breakdown of the 2008-2009 grant recommendations:

- Individual Artist Project, 20 applications have been recommended for funding in the total amount of \$96, 078.96
- Organization Project Support, 16 organizations have been recommended or funding in the total amount of \$171,173.04
- Art in the Schools, 13 applicants have been recommended for funding in the total amount of \$95,078.96
- Organizational Assistance, 21 organizations have been recommended for funding in the total amount of \$191,751.50 (this is a two-year grant)

Grand total: \$1,144,838.51 recommended for (70) Oakland-based non-profit organizations and artists.

Kathy asked the Funding Advisory Committee to approve the 2008-2009 Cultural Funding Program grant recommendations.

A motion was made by Khan Wong to accept the 2008-2009 Funding Recommendations. Denise Pate second the motion.

6. **Oral Report and Discussion Item** – Consideration of Appeal and Hearing  
 Jimi Evans from the East Oakland Youth Development Center (EOYDC) asked the committee to consider his appeal on behalf of (EOYDC). Mr. Evans noted that he is a thirty-plus year applicant. He was surprised at the “preparedness” of the panelists, most notably the lead reader who, in his estimation, did not do an adequate job of presenting an

overview of the application. Denise Pate thanked Mr. Evans for his comments, and added that one is not allowed to pick their own lead reader. The process rather is about the actual application and not the lead readers presentation. She noted that with every lead reader there is going to be a variance of what is good and what needs work. She concluded that one of the advantages of having seven people on the panel is to get a variety of opinions and expertise. Nives Wetzal de Cediél added that this year the lead reader was given specific instructions to begin discussion by reading the summary box out loud before any discussion ensued. This proved to be successful in eliminating any confusion or misrepresentation of an organization by a panelist. Sherwood Chen noted that Mr. Evans concerns were not caught by the six other panelists, however he suggested that staff go over panelist duties more in-depth. Denise stated that EOYDC's appeal does not fit under the Cultural Funding Program appeal process, and furthermore that the lead panelist did not violate any policy and there was no conflict of interest. A motion was made by Denise Pate to reject the appeal made by the East Oakland Youth Development Center. Nives Wetzal de Cediél second the motion.

7. **Discussion Item** – Discussion of three new Funding Advisory Committee (FAC) Nominees

Denise Pate commented on the strengths of all of the applicants. She favored Shalonda Ingram because of her background as a producer. Tyese Wortham in her opinion had a similar background as her own; Shalonda Ingram would “round out” the experience on the committee as a whole. Khan Wong added that he served on panels with Shalonda and felt that she was sharp and honest with an entrepreneur mindset.

8. **Action Item** – Nomination and Vote on new FAC member

Denise Pate made a motion to nominate Shalonda Ingram as the next Funding Advisory Committee member. Khan Wong second the motion and suggested that staff keep all applications on file for all of them were outstanding.

9. **Discussion Item** – Date and discussion topics for next FAC Retreat

FAC members discussed dates for the next retreat and suggested a date after July 13 to mid-August. At the next FAC meeting a date will be set along with agenda building for the retreat.

10. **Announcements**

Lori Zook, Chair of the Cultural Affairs Commission (CAC) suggested that staff review the appeal materials supplied to FAC. She added that she would like to have a joint retreat with CAC, FAC and PAC (Public Art Commission) possibly at the same time and location. The next CAC meeting will be on April 28, 2008 at the Franklin Recreation Center on Foothill Blvd. in Oakland. She concluded by announcing that FAC liaison Hershel West has resigned from the CAC

**Adjourn**

Meeting was adjourned at 7:08pm by Khan Wong, Nives Wetzal de Cediél second the motion.