



**MINUTES
KILLEEN ARTS COMMISSION
RULES AND REGULATIONS
SUB-COMMITTEE MEETING
CITY HALL
OCTOBER 19, 2007
1:30 P.M.**

1. CALL TO ORDER

Chairperson Farris called the meeting to order at 1:42 p.m.

2. ROLL CALL

Attending: Commission Members: Ann Farris, Alfonzo Leathers, Peggy French
City Staff: Martie Simpson, Management Accountant

3. APPROVAL OF AGENDA

Commissioner Leathers moved to approve the Agenda as listed, seconded by Commissioner French. The motion was unanimously approved.

4. APPROVAL OF MINUTES

Commissioner French moved to approve the Minutes of the September 21, 2007 Killeen Arts Commission Rules and Regulations Sub-Committee meeting, seconded by Commissioner Leathers. The motion was unanimously approved.

5. CITIZENS PETITIONS OR INFORMATION

Miok Doranski, 1801 Robert Tyler Drive, submitted her researched information regarding umbrella organizations.

Dr. Kott, Director of Multi-Ethnic Cultural Arts Association, spoke regarding 501c status for organizations applying for Arts Commission grants. Dr. Kott also commented on the lack of umbrella organizations in the area and the lengthy application process to become an umbrella organization.

6. DISCUSS AND VOTE ON PROPOSED RED-LINED RULES AND REGULATIONS

Additional changes were made to the proposed Rules and Regulations as follows:

Shaded = text insertion
Strikethrough = text deletion

V. Guidelines and Criteria Arts Commission Grants

501. Use of Funding

- A. Arts Commission Grants will be distributed in the following manner **to events that have as their primary purpose the promotion of the Arts and cultural enhancement of the city and:**

B. Guidelines for Arts Commission Grant Recipients:

~~7. Prior to the event Grant recipient will be required to re-submit their application for Arts Commission approval if the nature of the event or the budget paid out of city funds changes.~~

~~10. Grantee must submit an amended budget to the Arts Commission for approval, prior to the event, if the dollar amount significantly changes for grants involving two or more projects.~~

C. Ineligible Activities for Arts Commission Grants.

~~13. An event that does not have as its primary purpose the promotion of the Arts and cultural enhancement of the city.~~

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D. Organization Eligibility

~~1. Have as its primary purpose the promotion of the Arts and cultural enhancement of the City. Organizations which do not have their primary purpose to promote the Arts may apply under the umbrella of an organization that has as its sole purpose the promotion of the Arts.~~

These additional proposed changes will be reviewed at the November 2, 2007 regular Arts Commission meeting, and then brought back to the next Rules & Regulations Sub-Committee meeting to vote on the final changes.

7. DISCUSS AND VOTE ON PROPOSED CHANGES TO FORMS

Commissioner Leathers moved to approve the following changes to the forms listed below, seconded by Commissioner French. The motion was unanimously approved.

A. Application for Grants for the Arts

- Under Section III Financial and Project Information include a column for “Prior Year Total Project Budget”.
- Notation not to include In-Kind activity information.

B. Grant Application Rating System Form

- This form will no longer need to be completed by the grant applicant and tabulated by City Staff. Instead the form will be revised as a checklist format for each individual Arts Commissioner to complete when reviewing grant applications. It does not get turned into City Staff.

C. Drawdown Request Form

- Under “EXPENSES” the TOTALS column was moved before the In-Kind column. The In-Kind column now includes the word “optional” as this information is not mandatory when completing the form.

D. Final Evaluation Forms

- Exhibit A: Under “EXPENSES” the TOTALS column was moved before the In-Kind column. The In-Kind column now includes the word “optional” as this information is not mandatory when completing the form.

- Exhibit B: There will now be two forms for each Expense Summary category; one will exclude In-Kind information the other form will be for In-Kind information only.

Also any reference to project or activity will be replaced with the word "event" on all forms.

8. DISCUSS AND VOTE ON CHECKLIST FOR GRANT APPLICATIONS AND FINAL EVALUATIONS

There was discussion on the pros and cons of whether a checklist should be generated by City Staff to distribute to the Arts Commissioners. This checklist would be in lieu of the Commissioners reviewing each and every grant application and final evaluation packet. Commissioner French moved not to go ahead with a checklist, seconded by Commissioner Leathers. The motion was unanimously approved.

9. DISCUSS AND VOTE ON PROPOSED CHANGES TO GRANT CYCLE TIMELINE AND ASSOCIATED MEETING DATES

Commissioner French moved not to change the grant cycle timeline and associated meeting dates, seconded by Commissioner Leathers. The motion was unanimously approved.

10. FUTURE AGENDAS

Discuss and Vote on Rules and Regulations

11. NEXT MEETING DATE

The next meeting date for the Arts Commission Rules and Regulations Sub-Committee was scheduled for Friday, November 9, 2007 @ 1:30pm in the Main Conference room at City Hall.

12. ADJOURNMENT

There being no further business, the meeting was adjourned at 3:10 p.m.

Ann Farris
Chairperson

Dianne Morrow
Executive Assistant
Finance Department