



**MINUTES
KILLEEN ARTS COMMISSION
RULES AND REGULATIONS
SUB-COMMITTEE MEETING
CITY HALL
JULY 27, 2007
2:00 P.M.**

1. CALL TO ORDER and ROLL CALL

Chairperson Farris called the meeting to order at 2:05 p.m.

Attending: Commission Members: Ann Farris, Alfonzo Leathers, Peggy French
City Staff: Barbara Gonzales, Director of Finance; Martie Simpson, Management Accountant;
Kathy Davis, City Attorney; Dianne Morrow, Executive Assistant

2. DISCUSS PROPOSED CHANGES TO:

A. RULES AND REGULATIONS

Chairperson Farris clarified with City Attorney, Kathy Davis, that the Rules and Regulations document is not required to go before City Council for approval. It is a document that can be approved by the Arts Commission and as a courtesy the City Manager and City Council will be informed.

Dr. Kott, Director of Multi-Ethnic Cultural Arts Association, expressed his concerns on receiving grant payments in a timely manner. As it stands now the Arts Commission must vote to approve final payment for each and every event, which sometimes can be delayed. Dr. Kott suggested that since a grantee has already been pre-approved for a grant amount that the grantee receives their payments without going before the Commission after every project. The grantee would submit their final evaluation after their last project which goes before the Commission and any monetary adjustments can be made at that time.

City Council member Larry Cole was present and wanted to thank the Commission for their work and what they do.

Some points covered in the meeting included:

- Changing “Cultural/Arts Grants” due to the confusion regarding if the project is required to be cultural and arts. A consensus was reached to change all references of “Cultural/Arts Grants” to “Arts Commission Grants” because the Mission Statement clearly identifies the types of activities permitted when applying for a grant.
- Changing the number of tickets a grantee is to provide to the Arts Commission from 2 tickets to 6 tickets.
- Ineligible activities for grants: to include projects or events that generates a profit.
- Organization Eligibility: to have it’s sole purpose the promotion of the Arts. Organizations which do not have their sole purpose to promote the Arts may apply under the umbrella of an organization that has as its sole purpose the promotion of the Arts.
- Non-compliance with Program: in the event there is an excess of revenues over expenditures resulting from the cultural/arts activity, then such funds will be returned to the City or the final payment will be reduced to reflect the profit.
- There were also some minor grammatical changes suggested.

For further information a copy of the red-lined version of the proposed changes is [attached](#) to these Minutes.

Due to time constraints the remaining issues under this agenda item:

- b) ALL FORMS, INCLUDING, BUT NOT LIMITED TO, GRANT APPLICATION, GRANT APPLICATION RATING SYSTEM FORM, FINAL EVALUATION FORMS
- c) GRANT CYCLE TIMELINE AND ASSOCIATED MEETING DATES

were tabled until the next sub-committee meeting, the date of which is to be determined.

3. ADJOURNMENT

There being no further business, the meeting was adjourned at 4:00 p.m.

Ann Farris
Chairperson

Dianne Morrow
Executive Assistant
Finance Department