



**MINUTES
KILLEEN ARTS COMMISSION
RULES AND REGULATIONS
SUB-COMMITTEE MEETING
CITY HALL
SEPTEMBER 21, 2007
1:30 P.M.**

1. CALL TO ORDER

Chairperson Farris called the meeting to order at 1:35 p.m.

2. ROLL CALL

Attending: Commission Members: Ann Farris, Alfonzo Leathers, Peggy French
City Staff: Barbara Gonzales, Director of Finance; Martie Simpson, Management Accountant;
Traci Briggs, Assistant City Attorney

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 July 27, 2007 Killeen Arts Commission Rules and Regulations Sub-Committee meeting, seconded by Commissioner Leathers. The motion was unanimously approved.

5. CITIZENS PETITIONS OR INFORMATION

Dr. Kott, Director of Multi-Ethnic Cultural Arts Association, expressed his concerns regarding references to "cultural" being deleted from the Rules & Regulations stating that many of the organizations applying for grants provide cultural arts in their events.

TaNeika Driver, Greek Fest Chairperson for Alpha Kappa Alpha, addressed the sub-committee on their organization being allocated zero funds for FY 07-08. Their organization believed they fell within the guidelines for funding and eligibility for all three of the events they requested funding for and are interested in learning more about the procedures and Rules and Regulations.

6. DISCUSS AND VOTE ON PROPOSED CHANGES TO FORMS

This item was tabled for the next Rules and Regulations Sub-Committee meeting.

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

This item was tabled for the next Rules and Regulations Sub-Committee meeting.

8. DISCUSS AND VOTE ON PROCESS FOR FINAL EVALUATIONS

Discussions centered on organizations that have more than one event. Guidance from the City Attorney's office is needed to determine if the Arts Commission or the City is responsible for determining if an organization with more than one event is considered year long. If the Arts Commission is responsible for determining that then those organizations will follow the rules for year-long projects. Year-long project grant recipients receive

quarterly payments. The final quarterly payment will be received not later than 30 days after the Arts Commission has voted to approve the required written year long evaluation report including all projects.

9. DISCUSS AND VOTE ON PREPOSED RED-LINED RULES AND REGULATIONS

Commission Leathers moved to approve the proposed changes to the Rules and Regulations as amended. Seconded by Commissioner French. The proposed Rules and Regulations were amended as follows:

Shaded = Text insertion

~~Strikethrough~~ – Text deletion

501.D.7 Have as its ~~sole~~ **primary** purpose the promotion of the Arts and **cultural enhancement of the City**. Organizations which do not have their ~~sole~~ **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.

604. Contract and Payment of Arts Commission Grants

After grant awards are announced, the City of Killeen will execute a contract with the recipient specifying the amount and the conditions under which the grant is given. The recipient may receive initial payment, per individual project, (not to exceed 50% of the grant amount) not sooner than 45 days prior to completion of the specific project and project final payment not later than 30 days after the Arts Commission has voted to approve the required written evaluation, and all other contract conditions have been met. Year-long project grant recipients will receive quarterly payments. ~~Projects involving two or more events, may receive initial payment (not to exceed 50% of the project amount as listed on the original application or amended application approved by the Arts Commission) not sooner than 45 days prior to completion of the specific project. The individual project final payment will be received not later than 30 days after City Staff has reviewed the final evaluation report for the individual project. The final payment for the final project involving two or more events, will be received not later than 30 days after the Arts Commission has voted to approve the required written year long evaluation report including all projects, and all other contract conditions have been met.~~

10. FUTURE AGENDAS

- a. Discuss and Vote on Proposed Changes for Forms
- b. Discuss and Vote on Proposed Changes to Grant Cycle Timeline

11. NEXT MEETING DATE

The next meeting date for the Arts Commission Rules and Regulations Sub-Committee was scheduled for Friday, October 19, 2007 @ 1:30pm in the Main Conference room at City Hall.

12. ADJOURNMENT

There being no further business, the meeting was adjourned at 2:45 p.m.

Ann Farris
Chairperson

Dianne Morrow
Executive Assistant
Finance Department