MINUTES OF THE
NAPA COUNTY ARTS AND CULTURE ADVISORY COMMITTEE

Napa County Board of Supervisors Chambers
1195 Third Street, Suite 305
Napa, CA 94559

August 26, 2013
9:00 a.m.

I. CALL TO ORDER AND ROLL CALL

The regular meeting of the Napa County Arts and Culture Advisory Committee was called to order by Chair Ed Breed with the following members in attendance: Lisa Adams Walter, Susan Bartolucci, Olivia Everett, Nathell Glover Buford (arrived during item II), Yvonne Henry, Stephen Sossaman, and Leslie Wilks. Eddi Wolk and Patricia Bardwell were excused.

II. PUBLIC COMMENT

James Byron, Sane Sart
Irina Rozo, Sane Sart

III. APPROVAL OF MINUTES

A. Deputy Executive Director requested approval of the minutes for the meeting held on May 6, 2013.
Motion made by Yvonne Henry, seconded by Susan Bartolucci to approve minutes as written.

B. ADMINISTRATIVE ITEMS:

a) Subcommittee Reports
Subcommittee members provided updates regarding outreach efforts to arts groups in the community.

b) Receive input from Arts and Culture Groups re: comment and ideas to improve grant process and marketing; barriers to applying
Marissa Schleicher, Robert Louis Stevenson Museum

c) Amount of funding available for next round of grants – Larry Florin
Item presented by Larry Florin. $217k in total, 25% of which will go to Arts Council (estimated $55k) which leaves $163k for the next round of grant funding.

d) Introduction of California State Library Pitch Grants – Ed Breed
Pitch Grants Presented by Chair Ed Breed and Jennifer Baker, St. Helena Library
Comment by Danis Kreimeier, Napa City-County Library

e) Committee Discussion regarding improving the grant process, creating a marketing plan and eligibility guidelines, including:

i. Review and discussion of current Grant Program Guidelines

Guidelines Reviewed by Chair Ed Breed.

- **Grant Application Committee – definition of capacity building needs to be refined and re-defined; committee needs to develop strategy.**
- **Workshop Committee talked about the need to improve outreach and the marketing approach of the committee.**
- **Individual committee members reported on reasons why eligible organizations did not apply for funding.**

  Public Comment: Irina Rozo

  Public Comment: James Byrum

ii. Review and discussion of current Grant Application forms and process

Who and what is eligible?

- **Need to put a cap for bigger organizations, maybe up to 20k**
- **Small organizations will have a smaller cap**

  Public Comment: Kristie Sheppard

  Public Comment: Marissa Schleicher

Grant Restrictions

- **Partnership applications should be allowed and encouraged**
- **Discussion as to whether an organization must be a 50lc3 to apply/allowing fiscal sponsorship**
- **Add definition of Heritage groups**
- **Salary should not be covered, consultants are ok but should provide description of their services**
- **Modify grant limits**

How to apply?

The Application

Evaluation & Scoring

- **Contact organization instead of just eliminating due to incomplete application.**
- **Have 2 deadlines, early and final deadline.**

Post Grant Guideline

- **Midterm/Qtrly report**

iii. Review and discussion of workshop program and marketing outreach

Communication

- **Encourage all members to attend City Council meetings**

iv. Other Grant Program areas to review and discuss

v. Timeline for next Grant Program

- **Announcement of funding should occur in January 2014**
- **Allow grace period for organizations to fix their applications – 2 deadlines**

- **Possibly add mid-term or quarterly reports from grant recipients**

f) Review and discussion of possible dissolution of sub-committees
- **Ad Hoc Committees except for Workshop committee should be eliminated**
- **Entire committee will review and approve or reject applications**

IV. COMMITTEE MEMBER REPORTS/COMMENTS
None

IIV. ADJOURNMENT
Adjourned to the Arts and Culture Advisory Committee special meeting on September 23, 2013 at 8:00 a.m.

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ED BREED, Chair

ATTEST:

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JOANN MELGAR, Secretary of the Committee