

MINUTES

Of the Napa County Arts and Culture Advisory Committee

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

January 27, 2014
9:00 a.m.

I. CALL TO ORDER AND ROLL CALL

Meeting called to order by Chair Olivia Everett, with the following committee members in attendance: Lisa Adams Walter, Ed Breed, Eddi Wolk, Stephen Sossaman, Patricia Bardwell and Leslie Wilks. Nathell Buford and Yvonne Henry were excused. Susan Bartolucci was absent.

II. PUBLIC COMMENT

None

III. APPROVAL OF MINUTES

Deputy Executive Director Request's approval of the minutes for the meeting held on October 27, 2013.

Motion made by Ed Breed, seconded by Eddi Wolk to approve Minutes as amended.

IV. ADMINISTRATIVE ITEMS:

- a) Preview of 2014 Grant Workshops – presentation; discussion and possible action.
Eddi Wolk presented item. Nathell Buford will be tracking the attendees at the meeting.
- b) Creation of Public Relations sub-committee – Discussion and possible action.
Motion made by Ed Breed and seconded by Leslie Wilks to form sub-committee with Lisa Adams Walter and Patricia Bardwell as members.
- c) Fiscal Sponsorship – Set criteria for organizations eligible to serve as fiscal sponsors in grant process; charging of fee. Discussion and possible action.
Ed Breed presented item.
Motion moved by Stephen Sossaman, seconded by Ed Breed to not allow a fiscal sponsor to charge admin costs out of grant funds.

- d) 2014 Glossary of Terms – Discuss and approval of the following additions to the 2014 Glossary of Terms:

1) Cultural Heritage: Cultural heritage is the legacy of physical artifacts (cultural property) and intangible attributes of a group or society that are inherited from past generations, maintained in the present and bestowed for the benefit of future generations. Cultural heritage includes tangible culture (such as buildings, monuments, landscapes, books, works of art, and artifacts), intangible culture (such as folklore, traditions, language, and knowledge), and natural heritage (including culturally significant landscapes, and biodiversity).

2) Fiscal Sponsorship: Fiscal sponsorship is a formal arrangement between a 501(c)(3) public charity and a grant seeker's project that does not have that legal and tax-exempt status. The Fiscal Sponsor receives and expends funds to advance the charitable work of the project while retaining discretion and control over the funds.

Motion moved by Eddi Wolk, seconded by Lisa Adams to accept the terms as presented.

- e) 2014 Guidelines: Discuss and approve the following amendment to the 2014 Guidelines to add the following:

Public Relations

Grant recipients must ensure that the Napa County Board of Supervisors receive full credit as the funding source and that the Housing and Intergovernmental Affairs and the Napa County Arts and Cultural Advisory Committee are acknowledged as the grant administrators. Publicizing the benefit of the grant and recognizing the funding source are critical in demonstrating program effectiveness to our legislators and community. Additionally, it is a condition of the Capacity Building Grant Program funding that all press releases and other communications from grantees receiving county funds shall clearly state the percentage of the total project cost which will be financed with county money.

Publications and information releases about the project must credit the Napa County Board of Supervisors. An appropriate statement for a publication or project press release is:

"This [publication/project] was supported in whole or in part by the Napa County Board of Supervisors under the provisions of the Napa County Capacity Building Grant Program, administered by Housing and Intergovernmental Affairs through the Napa County Arts and Cultural Advisory Committee."

As appropriate, this disclaimer should be added:

"The opinions expressed herein do not necessarily reflect the position or policy of the Napa County Board of Supervisors, Housing and Intergovernmental Affairs or the Napa County Arts and Cultural Advisory Committee, and no official endorsement should be inferred."

This credit line on products of a project, such as materials and publicity, is important to foster support from the public and by county funding sources.

Motion moved by Eddi Wolk and seconded by Lisa Adams to add this language to 2014 Guidelines.

- f) 2014 Post-Grant Reporting Form – Revision of 2013 Post Grant Reporting Form; discussion and possible action.

Motion moved by Ed Breed seconded by Eddi Wolk to amend form.

Motion moved by Leslie Wilks seconded by Patricia Bardwell to amend Post Guidelines.

Motion moved by Stephen Sossaman seconded by Lisa Wilks to amend #3 Demographics.

- g) 2014 Scoring Values and criteria – revision of 2013 scoring values and criteria; discussion and possible action.

Motion moved by Ed Breed seconded by Eddi Wolk to amend #2.

Motion moved by Ed Breed seconded by Eddi Wolk to accept new ranking score as amended for Selection Criteria. Stephen Sossaman opposed.

- h) Tracking for current and future Arts and Culture Advisory Committees:

- 1) Who attended workshops and when;

- 2) Who applied for grants and when; and

- 3) Who successfully received grants and for how much money; discussion and possible action.

Motion moved by Leslie Wilks seconded by Stephen Sossaman to have JoAnn Melgar track.

- i) Demo of Common Grant Software website

Ed Breed presented demo. Link to be sent to committee members and posted to website.

- j) Discussion of Applicants Approaching Committee Members for Guidance with Upcoming Grant Process

County Counsel Silva Darbinian gave guidance.

- V. **COMMITTEE MEMBER REPORTS/COMMENTS** – Yvonne Henry e-mail re: her report to Calistoga City Council re: grant process and her request to recommend a grants professional to address the committee re: clarifying the distinctions between public funding and government funding in terms of philosophy and process; discussion and possible action

Email was presented. Item will be continued to the next regular meeting for clarification by Yvonne Henry.

VI. ADJOURNMENT – Meeting adjourned to next regular meeting of the Advisory Committee on April 28, 2014 at 9:00 a.m.