MINUTES OF THE ARTS AND HISTORICAL PRESERVATION ADVISORY BOARD FOR THE MEETING HELD ON JUNE 13, 2018

1. **Call meeting to order and the establishment of a quorum.**
   Meeting was called to order at 4:04 p.m.

2. **Roll Call.**
   Present: Kimber Fountain, Christine Hopkins,
   Theresa Elliott, Stacey Mitchell
   Absent: Diane Olsen
   Staff: Assist. City Secretary Nellie De La Fuente, Finance Rep. Gina Manuele

3. **Approve minutes from February 7, 2018.**
   Minutes approved.

4. **Request to address the Board. Each person is limited to three minutes.**
   N/A

5. **Discuss application procedure and schedule for determining awards for one-year recipients for FY 18-19.**

   Chairwoman Fountain stated that the new Ordinance has been passed and that it does not take into effect until 2019. She also stated that the three year recipients are still covered under the current contract but the one year recipients are not. Normally applications are due on January 15th and we usually have about six months to get through this process but we now have one month because the Council will like the recommendations by their July 26, 2018 Council Meeting. Chairwoman Fountain went on to say that she does not anticipate any new applicants. Chairwoman Fountain stated that she has come up with condensing the process by doing away with the site visit and as for the application goes, we can eliminate what is here and focused solely on how they are going to use the monies. Chairwoman Fountain asked the board if all this she was saying about the process was ok with them. Board member Elliott stated that she was a little concerned and asked, "So they normally would fill out their application on January 15th, and no one has filled out an application? And that is because....?" Chairwoman Fountain answered her question by saying, "they were working on the new ordinance and making many changes to the ordinance." Chairwoman Fountain said, March is when they passed the new Ordinance and April is when they made the changes to the board. These are all returning applicants so we can completely stream line this process. If by any means we do have a new applicant then they would have to do the entire process. Chairwoman Fountain said she would like to eliminate the site visit like she mentioned earlier and this time their presentation should be financial centric meaning, she wants the recipients to present on how they are using their funds. Board member Hopkins asked, "So no one has filled out an application?" Chairwoman Fountain answered

her by saying, "No one has done nothing. This is our first meeting for us to move forward." The Board went ahead and eliminated the following from the application packet: Page 1(Mission and Purpose of Organization), Page 3 (Artistic Merit and Program Quality), Page 5 (Administrative Ability) and on Page 7 they do not have to fill out B, C, D, and F. The Board decided to keep the following: the cover sheet, Page 2 (Summary of Proposed Activity), Page 4 (Visitor Appeal), Page 6 (Non-Cash Contributions), and Page 7 (Required Attachment Checklist) Items A, E, and G #1 thru #4. It was agreed by the Board to turn in Applications in person. Applications are due on July 3, 2018 by 5p.m. to the City Secretary's Office. July 11, 2018 is the Mandatory Meeting and is set for presentations that are solely focusing on the usage of funds and July 17, 2018 is set for recommendations of allocating funds. Board member Elliott suggested to send a Public Notice out about the applications that are available for funding from the Arts & Historic Preservation Advisory Board for physical year 2018-2019 which are downloadable on the City Website. Board member Hopkins stated that she would notify the City's Public Information Officer to send out a press release.

6. **Go over any financial reports if any from the Finance Department.**
Gina from the Finance Department was present with reports. Chairwoman Fountain stated that the Board is not responsible to audit the financial reports. Board member Elliott stated she did not feel comfortable approving financials. Gina took them back with her to the Finance Department. Board member Elliott and Chairwoman Fountain told Gina that Downtown Revitalization Committee, International Oleander Society and Island Star need to be moved to Multi-year on the spreadsheet.

7. **Discuss and consider for action scheduling the next AHPB meeting.**
The next scheduled meetings are as follows: July 11, 2018 and July 17, 2018 in Room 204 at 4 p.m. at City Hall.

8. **Adjournment.**
Board Member Elliott motioned to adjourn, Second by Board Member Hopkins. Unanimous. Meeting was adjourned at 4:50 p.m.

Manuela "Nellie" De La Fuente
Asst. City Secretary