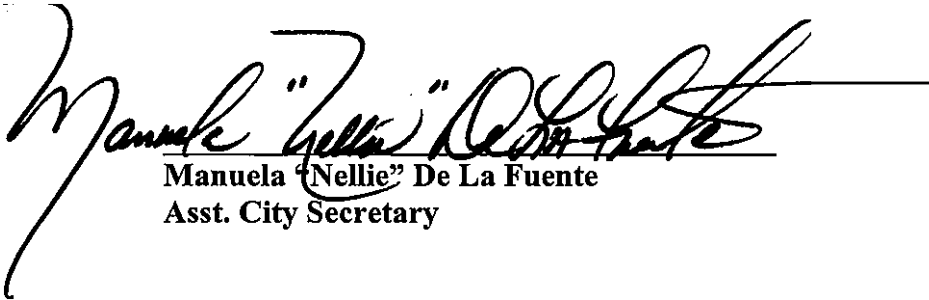


**MINUTES OF THE ARTS & HISTORICAL PRESERVATION ADVISORY  
BOARD FOR THE MEETING HELD ON JANUARY 13, 2021**

1. Call meeting to order and establishment of a quorum  
**Meeting was called to order at 4:00 p.m.**
2. Roll Call  
**Present: Mary Branum, Ellen Morrison, Jan Inlow-Collier  
Surinder Aulakh, Sam Malchar, Theresa Elliott (joined at 4:10)  
Absent: Christine Hopkins  
Staff: Asst. City Secretary Nellie De La Fuente, Asst. City Attorney Mehran Jadidi  
Tammy Jacobs, Executive Director of Finance**
3. Approval of minutes from December 2nd meeting  
**Motion to approve minutes by BM Malchar  
Second by Chair Branum  
Abstain by BM Morrison  
Motion carried**
4. Review requested report from City Finance Department to include current balance of Reserved Funds and HOT Collections vs 2020 Budget  
**Tammy presented the two reports to the board. The board requested that the Asst. City Secretary email the reports that Tammy presented to them.**
5. Review and confirm updated Application Schedule:  
Addition of "No later than" March 15th to application deadline  
Second Wednesday of May presentations by Organizations  
July - Committee submits recommendations to Council  
Second Wednesday of August - AHP awards funding to recipients  
**Chair Branum just went over these with the board once again.**
6. Discuss recipients reporting of received funds on quarterly and year-end reports.  
**Chair Branum stated that the reports are on a cash basis.**
7. Discuss procedures according to Ordinance 19-069, Exhibit "A", Section 4 assignments, presentations and Zoom meetings  
**Chair Branum suggested an alternative for the recipients to know what to do and how we are going to proceed for the presentations. Different venues are discussed for the board to meet in person for the presentations. Chair Branum opened this for discussion. BM Elliott suggested the Convention Center. BM Morrison suggested the library. BM Malchar suggested the San Luis Hotel because they are currently holding Rotary Club Meetings in their Ball Room and the tables distanced out in order to practice social distancing. Chair Morrison did state that we should use Zoom much as possible in order to avoid exposure to the people. Chair Branum did mention that we did not know what the month of May would look like and we don't know what will be open and what won't. BM Malchar suggested to knock out the presentations all in one day.  
BM Surrinder suggested that we leave up to the recipients whether they wanted to present in person or by Zoom. BM Malchar stated that it would be better to use Zoom in case recipients had a power point presentation but Chair Branum said that this has always been a verbal presentation. Chair Branum also stated depending whether or not the City will be open to the public by that time we can use Room 204 or Council Chambers like we always have.  
Asst. City Attorney Meharan stated that there is no problem with deferring this item until the next meeting since it has already been discussed and maybe bring back better ideas.**

8. Discussion to approve allocation of funds on a percentage basis with recommendation to City Council  
**Chair Branum stated that this has been discussed in previous meetings and versus the 5/8's and 6/8's if we would just presented on and it only for us in the allocation on a percentage basis.**  
**Asst. City Attorney Meharan confirmed that the board wants to recommend a change in the procedure to use a percentage basis from now on.**  
**Asst. City Attorney Mehran stated that he will make that change and present it at the next Council Meeting.**
9. Discuss possibility of quarterly reporting forms be completed online  
**Executive Director of Finance Tammy said she would work with the IT Department to get that form online if someone would send her a template. Chair Branum said she would sent it to Tammy.**
10. Schedule next meeting  
**Next meeting scheduled on February 10. 2021**
11. Adjourn  
**Meeting adjourned at 4:51 p.m.**



**Manuela "Nellie" De La Fuente**  
**Asst. City Secretary**