



# Cultural Council

OF GREATER JACKSONVILLE

## CSGP COMMITTEE – Training

Minutes

**Thursday, June 9, 2022, 9:00-11:00 AM**

Jessie Ball duPont Center, 40 East Adams Street | Conference Room 202

<https://us06web.zoom.us/j/84804293383> Meeting ID: 848 0429 3383 | PHONE: +1 646 558 8656

**CSGP Members Present In-Person:** Kirsten Doolittle, Alarie Gibbs, Sally Pettegrew, Karen Estella Smith, Tim Snyder, Ellen Williams (Chair)

**CSGP Members Present Online:** Wilton Blake, Jennifer Brown, Angela Strain

**CSGP Members Absent:** Kimberly Morrison, Jeff Strohecker

**Guests:** NA

**CCGJ Staff:** Diana Donovan (Executive Director), Amy Palmer (Director of Grants Administration), John Poage (Grantmaking Manager)

**General Public:** None

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CALL TO ORDER: 9:01 AM

Welcome & Introductions

Ellen Williams/Amy Palmer

Overview – MORE Art Culture

Diana Donovan

Minutes – June 2, 2022

Ellen Williams

- **Motion to approve by Doolittle, second by Smith. Passed.**

Misc./Homework

John Poage/Amy Palmer

- Capital Grant Check-In: Capital Grant Recusals, Logging into Foundant, Questions?
  - Deadline to complete scores: Sunday, June 19 (11:59 p.m. in Foundant)
  - Hearings: 9:45 a.m., 6/23/22, Room 218, The Jessie
  - CCGJ Board Meeting to approve capital grant awards: 4:30 p.m., 6/23/22, Room 318, the Jessie
- Demographic Survey of Committee Members , per ordinance
- Review - Bios/Photos/Contact Info for updates/changes
- COJ Ethics Training – Sign-up and pre-work

Sunshine Moment

Amy Palmer

- COVID Protocols
- In-person quorum required for voting
- Remote participation. *Committee will attend regular in-person meetings unless the following conditions exist: illness; traveling for vacation; unexpected, unavoidable work conflict*
- CSGP LOIs-Applicant/Process Overview/Timeline Amy Palmer
- CSGP Application Deadline – Wednesday, June 22
- 3 upcoming meetings will focus training on: on-sites, review and score applications in online system, and hearing procedures

Declaration of Recusals

Amy Palmer



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Grant Process Changes/Updates

Ellen Williams/Amy Palmer

- Written and verbal comments required for subscores of 3,2,1

Follow-up email with action items, due 6/13/22:

Amy Palmer

- Recusals for full CSGP listing
- Demographic Survey
- Updates/changes to bios or contact info to share with applicants
- Sign up for COJ Ethics workshop, if applicable

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*BREAK: 10 Minutes. Returning committee members may leave; new committee members stay for in-depth review of program and process.*

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Chapter 118, Part 6 Review

Amy Palmer

Guidelines Review

Amy Palmer

Ethics Pop Quiz

Amy Palmer

Opportunity for Public Comment

Ellen Williams

ADJOURNMENT: 10:55 AM

Ellen Williams

**Next meeting: 9-11 a.m., Thursday, June 30, Room 202 @ The Jessie    Topic: On-sites**