



Cultural Council
OF GREATER JACKSONVILLE

CSGP COMMITTEE – Training
Minutes (Pending Approval)

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

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: <u>10:55 AM</u> | Ellen Williams |

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