

**AGENDA**

**CSGP COMMITTEE – Orientation**

**Wednesday, June 9, 2022**

**Room 202, Jessie Ball duPont Center (40 E. Adams St., Jax 32202)**

**PART ONE: 9-10:15 a.m.**

(10 minutes)

Welcome & Introductions Ellen Williams/Amy Palmer

* *Name, number of years on committee, share a recent or formative arts/cultural experience*

(15 minutes)

Overview – MORE Art Culture Diana Donovan

Minutes – June 2, 2022 Ellen Williams

Motion to approve

(10 minutes)

Misc./Homework John Poage/Amy Palmer

* Capital Grant Check-In:
	+ Capital Grant Recusals – double-check
	+ Logging into Foundant – temperature check
		- *Can everyone log-in to Foundant with log-ins provided?*
	+ Any questions capital grant?
	+ Reminders:
		- Deadline to complete scores: Sunday, June 19 (11:59 p.m. in Foundant)
		- Hearings: 9:45 a.m., Thursday, June 23, Room 218, The Jessie
		- CCGJ Board Meeting (to approve capital grant awards): 4:30 p.m., Thursday, June 23, Room 318, the Jessie
* Demographic Surveys
	+ *By ordinance, members of the CSGP Committee shall be chosen to represent racial, gender, geographic and age diversity*
* Review - Bios/Photos/Contact Info
	+ Any updates/changes?
* COJ Ethics Training – Sign-up and pre-work

(5 minutes)

Sunshine Moment Amy Palmer

* COVID Protocols
* In-person quorum required for voting
* Remote participation
* *Committee decision and vote – what constitutes “extraordinary circumstances” for remote participation AND remote voting. Establish a policy for voting.*
* *Hearings*

(10 minutes)

CSGP LOIs-Applicant/Process Overview/Timeline Amy Palmer

* *Eligible applicants (up to 34); New & Not eligible – (listing and reasons)*
* *Application Deadline – Wednesday, June 22*
* *Will focus training on each aspect of process in three upcoming meetings*
	+ *On-site visits*
	+ *Review and score applications in online system*
	+ *Hearing procedures*
* *At each meeting seasoned committee members will share their experience*
	+ *First hour or so new information and critical review for all*
	+ *Second hour in-depth training for new committee members (others can stay if wish to)*

(5 minutes)

Declaration of Recusals Amy Palmer

* *Discuss what constitutes a recusal (add apply for a job – typically 12-month threshold for fiduciary relationship or appearance of a conflict)*
* *Declare recusals by deadline of Monday, June 13; use list of eligible applicants*
* *Let Amy know in writing; which organization and why, or if no recusals*

(10 minutes)

Grant Process Changes/Updates Ellen Williams/Amy Palmer

* Written and verbal comments required for subscores of 3,2,1
	+ *Discuss importance of feedback/explain low scores*
	+ *Other topics for general guidance from returning committee members to share*

(5 minutes)

City Funding/Advocacy Update Diana Donovan/Amy Palmer

ROI for CSGP

* *Data points*
* *Videos*

(5 minutes)

Follow-up email with action items Amy Palmer

*HOMEWORK:*

*Please return by Monday, June 13 via email:*

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

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

**Topic: On-sites**

**Questions?**

Amy Palmer – apalmer@culturalcouncil.org; 904-524-2706

John Poage – john@culturalcouncil.org

***Break – at discretion of the chair***

***Returning committee members may leave; new committee members stay***

**PART TWO: 10:25-11 a.m.**

(10 minutes)

Chapter 118, Part 6 Review Amy Palmer

*-Importance of CSGP and role of committee (per Ordinance)*

Guidelines Review Amy Palmer

-*Read for homework*

Ethics Pop Quiz Amy Palmer

Opportunity for Public Comment Ellen Williams

Adjournment Ellen Williams