

**Committee Members Present:** Kenyon Merritt, David Faliszek, Ben Rubin, Sandra Hull-Richardson, Ellen Williams, Sally Pettigrew, Kedgar Volta, Karen Smith, Angela Strain

**Committee Members Absent:** Jannet Walker-Ford, Diana Donovan

**Staff Present:** Amy Palmer, Joy Young, Megan Reid

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### **Call to Order**

Amy Palmer called the meeting to order at 9:00 AM. She then read the virtual meeting opening statement.

### **COJ Update**

The executive director thanked everyone for their participation, introduced herself, and gave an update on advocacy and City of Jacksonville funding. She reviewed the emergency legislation for grantees with the current requirements. This involves loosening matching requirements for the coming year and increasing the grant period for program grantees and the related reporting deadline. The committee discussed all of the options.

### **Process Timeline 2019-2020**

Amy Palmer reviewed the timeline with the committee. Training on each aspect of the process will be done in the three upcoming meetings. This will cover on-site visits, reviewing and scoring applications in the online system, and hearing procedures. The committee discussed the comfort and safety regarding on-site visits.

### **Program Grants**

Amy Palmer reviewed the Pilot program and the plan for 2020-2021 program grants.

### **Applicant Update**

The application deadline for up to thirty-six eligible applicants is Wednesday, June 24, 2020.

### **Declaration of Recusals**

Amy Palmer discussed what constitutes a recusal. Recusals must be declared by a deadline of Monday, June 22, 2020.

### **CSGP Committee**

Megan Reid asked for an update on contact information to provide to organizations to schedule onsite visits and for demographic survey participation by Monday, June 22nd, 2020. Photos and a personal bio are needed by July 8th, 2020 to share with applicants when they get their on-site assignments.

### **Foundant**

Amy Palmer reviewed the Foundant online system used for reviewing and scoring grant applications. She will email a link and log-in info to the committee for the following meeting.

## **PART TWO:**

New committee members and the committee chair stayed for further training, including Karen Smith, Kedgar Volta, Sally Pettigrew, Angela Strain, and Kenyon Merritt.

## **Recess 10:15-10:20**

### **CSGP Ordinance**

The CSGP Ordinance is governed by Chapter 118, Part 6 of Ordinance Code of City of Jacksonville. Its purpose is to provide public support to Duval County arts and cultural organizations that contribute to quality of life of Jacksonville residents. The Cultural Council of Greater Jacksonville has administered CSGP on behalf of COJ since 1990, and before then the Misc. Appropriation for the Arts. Other programs and process were also reviewed. The organization must apply for and manage this funding through a COJ grant process that mirrors the CSGP program. The current level of funding is a lump sum of nearly \$3 million; 13.5 percent to the organization for its work on behalf of COJ and its other programs with the remainder regranted; a 7% increase was received for 2019-2020. Applicants are evaluated based on the following criteria (ordinance): quality of programs, exploration of innovative ideas and programming, community impact, need for the organization in the community, community outreach and service to culturally diverse populations, and management capability of board and staff. The CSGP Committee (Section 118.605) responsibilities were reviewed.

### **Introduction to Ethics**

Amy Palmer asked the new members to complete the COJ training ethics workshop which is required once during their term – preferably during the first year.

### **Homework**

The committee was asked to review grant guidelines for general overview.

### **Opportunity for Public Comment**

No comment was made.

### **Adjournment**

The meeting was adjourned at 11:01 AM.