



Minutes Grants Review Panel Tempe Municipal Art Commission May 30, 2008

Minutes of the Grants Review Panel - Tempe Municipal Arts Commission at 8:30 a.m. on May 30, 2008, in the Tempe Historical Museum Board Room, 809 East Southern Avenue, Tempe, Arizona.

(MEMBERS) Present:

Nancy Goren, Chair (Non-Voting Facilitator)
Rebecca Akins
Laura Davis
Byron Gary Gorman
Mary Ann Marcus
Jon Nelson (Non-Voting Observer)
Linda Sleight (Non-Voting Facilitator)

(MEMBERS) Absent:

None

City Staff Present:

Adrienne Richwine, Deputy Community Services Manager – Cultural Services Division
Rachael A. Peterson, Cultural Services Division Administrative Assistant

Agenda Item 1 – Call to Order

- Nancy Goren called the 2008 – 2009 city of Tempe Arts Project Grants Review Panel to order at 8:30 a.m.

Agenda Item 2a – Panel Review of 2008 – 2009 Arts Project Grant Applications: Individual Review of Proposals' Support Materials

- N. Goren presented the panel review members with the proposal support materials submitted by 21 2008 – 2009 city of Tempe Arts Project Grant applicants. Goren invited the panel members to view all submitted support materials.

Agenda Item 2b – Panel Review of 2008 – 2009 Arts Project Grant Applications: Explanation of Grant Review Process

- N. Goren thanked the panel members for their participation in the 2008 – 2009 city of Tempe Arts Project Grant Review Panel Process. A brief discussion was held; panel members, city of Tempe staff and the review panel's non-voting facilitators introduced themselves.

- Goren explained the following items to the panel:
 - The process of determining the grant awards
 - The role of the panel chairs
 - The role of the city of Tempe staff
 - The role of the public
 - The role of the panel members in the discussion and ranking process
 - The Conflict of Interest forms

Agenda Item 2c – Panel Review of 2008 – 2009 Arts Project Grant Applications: Conflict of Interest

- Linda Sleight asked the panel members to sign and date the Conflict of Interest forms located in the front pocket of their respective 2008 – 2009 city of Tempe Arts Project Grant Applicant Materials Binder. Rachael A. Peterson, city of Tempe Cultural Services Division Administrative Assistant, collected the Conflict of Interest forms from the panel members.
- N. Goren stated that all panelists are considered to have a conflict of interest with an applicant organization if the panelist benefits financially or otherwise from the proposed project up for review.

Agenda Item 2d – Panel Review of 2008 – 2009 Arts Project Grant Applications: Discussion and Scoring of Proposals

- N. Goren and L. Sleight facilitated the panel discussions; 21 city of Tempe Arts Project Grant Proposal Applications were reviewed. All discussions focused on the published evaluation criteria. Goren and Sleight encouraged the panel members to make constructive comments regarding the submitted proposals.
- N. Goren explained that any first-hand knowledge of the applicant projects or organizations may be shared; Goren added that hearsay evidence could not be discussed.
- Adrienne Richwine, Deputy Community Services Manager – Cultural Services Division, prepared the audio-visual materials for each grant applicant as their proposal was discussed and evaluated.
- N. Goren invited the panel members to silently assign numerical rankings for each arts project grant applicant.
- All discussion commentary was recorded by R. Peterson.

Agenda Item 2e – Panel Review of 2008 – 2009 Arts Project Grant Applications: Call for Public Comment

- N. Goren called for public comment; no public comment was recorded by R. Peterson.

Agenda Item 2f – Panel Review of 2008 – 2009 Arts Project Grant Applications: Suggestions for Improvement

- Laura Davis requested that all city of Tempe Arts Project Grant applications and pertinent documents be scanned and displayed online for review as a means to save paper resources.
- L. Davis added that she'd like to review a website with information related to local school use of tax credit dollars prior to the arts project grant review panel.

Agenda Item 2g – Panel Review of 2008 – 2009 Arts Project Grant Applications: Recycle Application Books

- A. Richwine collected all the 2008 – 2009 city of Tempe Arts Project Grant Applicant materials binders that had been distributed to the grants review panel members prior to May 30, 2008. Richwine stated that six binders are maintained for office records; all remaining binders are shredded and recycled.

Agenda Item 3 – Adjournment

- Meeting adjourned at 3 p.m.

Prepared by: Rachael A. Peterson

Reviewed by: Adrienne Richwine