



Minutes Grants Review Panel Tempe Municipal Art Commission May 8, 2009

Minutes of the Grants Review Panel - Tempe Municipal Arts Commission - recorded at 9 a.m. on May 8, 2009, in the Tempe Public Library Board Room, 3500 S. Rural Road, Tempe, Arizona.

(MEMBERS) Present:

Nancy Goren, Chair (Non-Voting Facilitator)
Sandy Blain
Kristen Markus
Jill McIlroy
Sondra Moore
Kathy Stevens
Linda Sleight (Non-Voting Facilitator)

(MEMBERS) Absent:

None

City Staff Present:

Maja Switzer, Arts Administrator
Mary Fowler, Cultural Services Division Management Assistant
Rachael Peterson, Cultural Services Division Administrative Assistant

Agenda Item 1 – Call to Order

- Nancy Goren called the 2009 – 2010 city of Tempe Arts Project Grants Review Panel to order at 8:56 a.m.

Agenda Item 2a – Panel Review of 2009 – 2010 Arts Project Grant Applications: Individual Review of Proposals' Support Materials

- Nancy Goren presented the panel review members with the proposal support materials submitted by twenty four (24) 2009 – 2010 city of Tempe Arts Project Grant applicants. Goren invited the panel members to view all submitted support materials.

Agenda Item 2b – Panel Review of 2009 – 2010 Arts Project Grant Applications: Explanation of Grant Review Process

- Nancy Goren thanked the panel members for their participation in the 2009 – 2010 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.

- N. 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 2009 – 2010 Arts Project Grant Applications: Conflict of Interest

- Maja Switzer, city of Tempe Arts Administrator, asked the panel members to sign and date the Conflict of Interest form located in the front pocket of their respective 2009 – 2010 city of Tempe Arts Project Grant Applicant Materials Binder. Rachael Peterson, city of Tempe Cultural Services Division Administrative Assistant, collected the Conflict of Interest forms from the panel members.
- Nancy 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 2009 – 2010 Arts Project Grant Applications: Discussion and Scoring of Proposals

- Nancy Goren and Linda Sleight facilitated the panel discussions; 24 city of Tempe Arts Project Grant Proposal Applications were reviewed. All discussions focused on the published evaluation criteria.
- N. Goren and L. Sleight encouraged the panel members to make constructive comments regarding the submitted grant project 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.
- Mary Fowler, 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 Rachael Peterson.

Agenda Item 2e – Panel Review of 2009 – 2010 Arts Project Grant Applications: Call for Public Comment

- Nancy Goren called for public comment; no public comment was recorded by Rachael Peterson.

Agenda Item 2f – Panel Review of 2009 – 2010 Arts Project Grant Applications: Suggestions for Improvement

- Jill McIlroy recommended that the 2010 – 2011 Arts Project Grant Applications be submitted according to the city of Tempe Arts Project Grant Application Guidelines.

- Sondra Moore stated that it was her observation that many of the 2009 – 2010 Arts Project Grant Applications lacked evaluation tools. Moore recommended that a sample evaluation tool become part of the city of Tempe Arts Project Grant Application.

Agenda Item 2g – Panel Review of 2009 – 2010 Arts Project Grant Applications: Recycle Application Books

- Maja Switzer collected the 2009 – 2010 city of Tempe Arts Project Grant Applicant materials binders that had been distributed to the grants review panel members prior to May 8, 2009. Switzer stated that six binders are maintained for office records; all remaining binders are shredded and recycled.

Agenda Item 3 – Adjournment

- Meeting adjourned at 3:15 p.m.

Prepared by: Rachael Peterson

Reviewed by: Maja Switzer