

**CITY OF CORAL GABLES
CULTURAL DEVELOPMENT BOARD MEETING**

**Monday, October 6, 2008, 8:00 a.m.
Youth Center Theater
405 University Drive, Coral Gables, Florida 33134**

MEMBERS	O**	N	D	J	F	M	A	M	J	J#	A	S	O*	COMMISSIONERS
José R. Garrigó	E	P	-	-	P	P	P	P	P	P	-	P	P	Mayor Donald D. Slesnick II
Bobbi Litt	P	P	-	-	P	P	P	E	P	E	-	P	P	Vice Mayor William Kerdyk, Jr.
Bernice Matalon-Roth	P	P	-	-	E	P	P	E	E	P	-	E	P	Commissioner Maria Anderson
Carol Damian	P	P	-	-	P	P	P	P	P	P	-	P	P	Commissioner Rafael "Ralph" Cabrera, Jr.
Beatriz Pereira	P	P	-	-	P	P	P	P	P	P	-	P	P	Commissioner Wayne "Chip" Withers
Andrea Cole	P	P	-	-	E	P	P	P	P	P	-	P	P	Board Appointee
Miguel Diaz de la Portilla			-	-			P	P	P	E	-	P	P	City Manager David L. Brown

A = Absent

P = Present

E = Excused

- = No Meeting

* FY2006-2007 Final Reports

Regular Meeting + FY2008-09 Grants Workshop

** FY2007-2008 Cultural Grant Applications Review & Scoring

Staff In Attendance:

Cathy Swanson-Rivenbark, Development Director

Cindy Dorrel, Development Department Administrative Assistant

Recording Secretary:

Nancy C. Morgan, Coral Gables Services, Inc.

Guests: Brian Dursum, Gabriella Tinto, Kathy Gaubatz

Chair Carol Damian called the meeting to order at 8:08a.m.

I. Minutes of September 8, 2008 Board Meeting:

Mr. Garrigó made a motion to approve the minutes of the September 8, 2008 meeting as presented.

Ms. Litt seconded the motion, which passed.

II. Distribution, Review and Scoring of 2007/2008 Grant Cycle Final Reports:

Dr. Damian explained that final reports for the 2007/2008 grant cycle were divided evenly among Board members in alphabetical order, ensuring that Board members did not receive reports that might represent a conflict of interest. Final report scoring would be indicated by a count of from one to five (five being the highest score).

Actors Playhouse Productions: Ms. Cole

Score: 5

Bascomb Memorial: No report submitted. No application for FY2008/2009

Center for the Advancement of Jewish Education/Film Festival: Ms. Litt

Report not received on time.

Score: 4

Centro Cultural: No report submitted. No application for FY2008/2009.

Chopin Foundation: Dr. Damian

Score: 5

City Theatre, Inc.: Mr. Garrigó Disappointing report, received over 60 days late; location not as specified in application; audience significantly less than projected; conducted only one of two events; expense report unclear regarding marketing.	Score: 2
Civic Chorale of Greater Miami: Ms. Litt. Copies of cancelled checks not included as required.	Score: 2
Coral Gables Community Foundation: Ms. Pereira The project is an unfinished book entitled, "Coral Gables after Merrick." \$1,980 was disbursed and needs to be spent as stated within the fiscal year. The report indicates that \$2,000 was spent, but the expenditure shown was for cover design. Staff will follow up with the applicant to clarify.	Score: 5
Coral Gables Congregational Church: Dr. Matalon-Roth.	Score: 5
Crystal Parrot Players: No funding, no report.	
Dance Now! Ensemble: Mr. Diaz de la Portilla.	Score: 5
Environmental Education: No funding, no report.	
Fairchild Tropical Botanic Garden: Dr. Damian.	Score: 5
Fourth Door: No funding, no report.	
France Florida Foundation: No funding, no report.	
Friends of Chamber Music: Ms. Pereira Final report not received on time.	Score: 4
Friends of Miami-Dade Library: Ms. Cole Cancelled checks and audience evaluation were not included.	Score: 4
GableStage: Mr. Garrigó.	Score: 5
Greater Miami Youth Symphony: Mr. Diaz de la Portilla Good report, but received late.	Score: 4
Kiwanis Club of Little Havana: The check was returned to the City to allow its use for others.	
Lowe Art Museum/University of Miami: Ms. Litt Copies of the University's journal entries were included. Mr. Dursum expressed willingness to provide cancelled checks if required, though all financial information was included in journal entry records.	Score: 5
Merrick Festival/Caroling Competition: Dr. Damian.	Score: 5
Miami Children's Chorus: Ms. Cole.	Score: 5

Miami Hispanic Ballet: Report not submitted. Staff will research and report to the Board.

Miami Momentum Dance: Mr. Garrigó Score: 4
The project was dependent on receiving the full grant amount requested from the City; thus, one of the shows was eliminated. The report was submitted late.

Murray Dranoff Foundation: Dr. Damian Score: 4
The report was complete but late.

New Theatre: Dr. Matalon-Roth. Score: 5

Orchestra Miami: No funding.

Red Chemistry: No funding.

Seraphic Fire: No report submitted. Disqualified.

St. Patrick's Day Committee: Ms. Pereira. Score: 5

South Florida Youth Symphony: Mr. Diaz de la Portilla. Score: 5

Sunday Afternoons of Music: Mr. Garrigó. Score: 5

Tigertail Productions, Inc.: Ms. Litt. Score: 5

University of Miami Frost School of Music: Dr. Matalon-Roth Score: 5
The U.M. Frost School of Music was disqualified in 2007/2008 for failure to submit a 2006/2007 final report and, therefore, received no funding for 2007/2008. The organization re-applied this year and submitted their 2006/2007 final report.

YPO: Dr. Matalon-Roth Score: 4.8
Copies of cancelled checks were included, but no indication of how the money was used.

At the conclusion of final report scoring, Ms. Rivenbark reported applications disqualified by staff as a result of not meeting Board-specified criteria as follows:

Area Performance Gallery:

- Financial records were not in order. A Form 990 was not included.

St. Philip's Episcopal Church:

- Their final report was submitted shortly before 5 p.m. on September 5th, lacking financial information. Staff advised them to provide it prior to the 5 p.m. deadline, but they failed to do so.

Piag Museum:

- The State of Florida non-profit certificate was included rather than proof of 501-(C3) status. The applicant was invited to write an explanation to the Board and did not do so.

Miami Children's Theater:

- Disqualified because they submitted the State of Florida non-profit certificate rather than a 501-(C3), and did not submit a final report. Staff requested the document, but it was not produced.

Orchestra Miami:

- The State of Florida documentation proving 501-(C3) status was not provided, and their application was submitted under a fiscal organization. They are transitioning from fiscal sponsorship to independent, and requested Board reconsideration of staff's decision. The Board agreed to follow established guidelines.

Seraphic Fire:

- A preliminary report was not included. Ms. Rivenbark pointed out to Mr. Quigley the numerous places in the application and guidelines that specified the necessity of submitting a final or preliminary report, depending on when the project occurred. Mr. Quigley requested Board reconsideration of staff's decision. The Board upheld staff's decision and recommended that the organization either submit their final report or return the funds. If they submit the final report, they will be eligible to apply for funding next year.

University of Miami Festival Miami:

- In preparation for the upcoming grants process, staff realized this applicant had not submitted a 2006/2007 final report, along with two other groups (Miami Children's Theater and Tropical Baroque Festival). Staff sent a FedEx letter alerting them that the report had not been received, suggested that it could have been misplaced and, requested a copy. The Frost School of Music's report was received the next day.

Miami Children's Theater responded that they had not submitted a final report.

A reminder letter was also sent to Tropical Baroque Festival. In response, they prepared and submitted a 2006/2007 final report in advance of their 2008/2009 grant application. The Board recognized that Tropical Baroque Festival did not apply for the 2007/2008 grant cycle and is now applying for the 2008/2009 cycle. The Board will discuss the issue of staff follow-up reminders at the November Board meeting.

Ms. Rivenbark summarized that for the 2008/2009 grant cycle, the Board accepted staff decisions to disqualify the previously-mentioned applicants. They also reviewed the Frost School of Music's final report for the 2006/2007 cycle, allowing them to be considered for 2008/2009. Ms. Pereira will review Tropical Baroque's 2006/2007 final report and speak about it at the beginning of the October 29, 2008 meeting.

As a result of Ms. Cole's inquiry about appropriate signatures on one grant application, staff will contact the applicant to determine the appropriate signing authority.

Ms. Rivenbark advised that the City Commission instructed the Board to make the grant process truly accountable, and commended the Board for responding as directed, even though difficult decisions had to be made.

Mr. Garrigó expressed concern about the number of organizations under the umbrella of the University of Miami that annually request grant funding. He pointed out five requests received for this grant cycle, totaling \$50,000, nearly one third of the City's available funding. Though all the organizations are of high quality, Mr. Garrigó suggested the Board consider limiting funding to any one sponsoring organization beginning with the 2009/2010 grant cycle. Board members agreed, and Dr. Matalon-Roth pointed out that individual organizations under a single sponsorship competed against each other. Dr. Damian recommended a review of the Knight Foundation grant on this issue, which will be discussed at the November meeting.

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Continued

There being no further business to come before the Board, the meeting adjourned at 9:40 a.m.

Upcoming Meeting:

Next Board meeting: FY 2008/2009 Grants Review and Scoring: Wednesday, October 29, 2008, 3:00 p.m., City Commission Chambers.

Respectfully submitted,

Cathy Swanson Rivenbark, AICP, CEcD
Development Director and Secretary to the Board

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