

**CITY OF CORAL GABLES**  
**CULTURAL DEVELOPMENT BOARD MEETING AND WORKSHOP MINUTES**  
**Monday, July 14, 2008, 3:30 p.m. (Board Meeting); 4:00 p.m. (Workshop)**  
**City Hall Commission Chambers**  
**405 Biltmore Way, Coral Gables, Florida 33134**

MEMBERS	A	S	O*	O**	N	D	J	F	M	A	M	J	J#	COMMISSIONERS
José R. Garrigó	-	P	P	E	P	-	-	P	P	P	P	P	P	Mayor Donald D. Slesnick II
Bobbi Litt	-	E	P	P	P	-	-	P	P	P	E	P	E	Vice Mayor William Kerdyk, Jr.
Bernice Matalon-Roth	-	P	E	P	P	-	-	E	P	P	E	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	-		E	P	P	-	-	E	P	P	P	P	P	Board Appointee
Miguel Diaz de la Portilla	-					-	-		P	P	P	P	E	City Manager David L. Brown

**A = Absent**

**P = Present**

**E = Excused**

**- = No Meeting**

\* Regular Meeting and 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:** Jadwiga Gewert, Chopin Foundation; Brian Dursum, Lowe Art Museum; Carlene Sawyer, Dranoff International Two Piano Foundation; Suzanne Kores, Fairchild Tropical Botanic Garden; Doreen Marx, Sunday Afternoons of Music/Children; Anne Kuite, University of Miami College of Arts and Sciences; Barbara Stein, Actors' Playhouse; William Vela, Miami Short Film Festival; Jean Quinn, Coral Gables Opera; Kim Van Landingham, Miami Children's Chorus; Stacy Lattere, Civic Chorale of Greater Miami; Mireya Perez Power, Piag Museum, Inc.; Carroll Cameron and Bill Cameron, St. Patrick's Day Committee; Raquel Ponce, GableStage; Roberta Shevin, Miami Jewish Film Festival/Center for the Advancement of Jewish Education; Christine Rupp, Coral Gables Museum; Christopher Harrell, St. Philip's Episcopal Church and School; Maria Elena Valdes, Seraphic Fire; Delma Iles, Momentum Dance Company

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Chair Carol Damian called the meeting to order at 3:37 p.m.

**I. Minutes of June 8, 2008:**

**Mr. Garrigó made a motion to approve the minutes of the June 8, 2008 meeting as presented.**  
**Ms. Cole seconded the motion, which passed.**

**II. Meeting Attendance:**

**Dr. Matalon-Roth made a motion to excuse the absence of Ms. Litt and Mr. Diaz de la Portilla. Ms. Pereira seconded the motion, which passed.**

**III. Review of Updated Cultural Grant Guidelines:**

While Board members reviewed printed copies of the guidelines, Ms. Rivenbark reviewed changes made as a result of Board members' input as follows:

- Applications require a minimum score of 75 points in all three categories to be considered for funding;
- Funding will only be considered for events physically held within Coral Gables' boundaries;

- If a school will be used as a venue for a program, applicants must provide a letter from the principal of that school confirming that the event will be open to the public, and the letter must be included in the application. This applies to Community and Festivals/Special Events grant applications.
- Printing and publications are allowable grant expenditures. Applications that include this expenditure must submit an excerpt of a writing sample of the draft of the printing or publication;
- On page four of five, a detailed checklist is included for all applications;

During additional review of the guidelines, Board members recommended specific changes, which were duly noted by the secretary.

**IV. Status Reports:**

**a. Art Cinema Project:**

The Art Cinema project was approved by the City Commission with a four to one vote. The lease agreement was finalized and the Commission authorized the award of the bid. A January opening is anticipated. Ms. Rivenbark met with the Art Cinema staff, who indicated they would welcome volunteer involvement by past or present Board members.

**b. City Web Site:**

Ms. Rivenbark reported revisions to the City web site remain under construction.

**c. Jean Ward Sculptures:**

To date, a response has not been received from the Building and Zoning Department; however, staff was told that a permit had been applied for the installation of the sculptures. The sculptures have been painted and are otherwise ready for installation.

**VII. Additional Board Business:**

**a. General City Update:**

Ms. Rivenbark reported that the Arts Advisory Panel was confirmed by the City Commission.

**b. Cultural Grant Funding:**

Ms. Rivenbark reported that \$175,000 was requested for cultural grant funding for FY2008/2009. The decision will be made by the Commission by their second meeting in September.

There being no further business to come before the Board, the regular Board meeting adjourned at 4:13 p.m. The 2008-2009 Grants Workshop began at 4:13 p.m.

Dr. Damian welcomed guests, and announced the procedures for the workshop, stating that copies of the guidelines were available for all applicants.

Mr. Garrigó comprehensively reviewed the grant guidelines, after announcing that the City allocates \$175,000 in cultural grant funding annually. He urged applicants to speak with the City Commissioners about continuing their support for culture in Coral Gables.

Mr. Garrigó concluded his review by reminding applicants to pay particular attention to all the requirements for each application, to carefully proofread their applications, and to submit completed applications no later than 5:00 p.m. on Friday, September 5, 2008. He also responded to audience questions.

Ms. Cole then reviewed the Cultural Development grant applications, emphasizing the eligibility checklist as well as all requirements that must be met to be considered for funding.

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Continued

Members of the audience asked questions regarding the following topics: 1) the adverse effects of losing Miami Herald reporters who previously published information about their events; how to handle provision of information about boards of directors when the boards were extremely large; request for more detail about achieving a total application score of 75 or more.

Dr. Matalon-Roth advised the audience about how each applicant organization would define the success of an event or performance for which funding was requested. She suggested that applicants also have an objective person read their applications to give applicants an evaluation of how clearly their grant applications were written.

Mr. Garrigó suggested that all cultural groups and organizations in Coral Gables write to the Miami Herald to let the newspaper know about the types of cultural reporting they need and want. Ms. Isles suggested educating the newspaper editors, adding that they appear to believe that art and culture are not as important as other issues.

Ms. Pereira comprehensively reviewed the Festivals and Special Events application, making special mention that the seal of the City of Coral Gables was not considered an acknowledgement of the City's funding support.

Dr. Matalon-Roth then reviewed the Community Grant application, emphasizing the school venue requirement and the importance of the eligibility checklist.

Ms. Rivenbark pointed out the provisions in the Community and Festivals/Special Events application that stated that events should not be dependent on City funding. This provision will be added to the grant guidelines as well. She advised the audience that the City was very fortunate to have volunteer Board members who seriously viewed their responsibility to review applications, and invited applicants to contact staff regarding any questions about the applications and to visit the Development Department office to view sample applications.

At the conclusion of a question and answer period between the Board, Ms. Rivenbark and workshop participants, Mr. Garrigó recommended that each applicant who receives grant funding from the City write a thank you letter to the City Commission.

There being no further discussion, the meeting adjourned at 5:25 p.m.

**Upcoming Meeting: Next regular Board meeting: Monday, September 8, 2008, 8:00 a.m., Development Department Conference Room.**

Respectfully submitted,

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