

## CULTURAL DEVELOPMENT BOARD MEETING MINUTES

Monday, June 8, 2008, 8:00 a.m.

City of Coral Gables Development Department

**95 Merrick Way, Suite 450, Coral Gables, Florida 33134**

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

**A = Absent**

**P = Present**

**E = Excused**

**- = No Meeting**

\* Regular Meeting and FY2006-2007 Final Reports

# Regular Meeting + FY2007-08 Grants Workshop

\*\* FY2007-2008 Cultural Grant Applications Review & Scoring

### **Staff In Attendance:**

Cathy Swanson-Rivenbark, Development Director

### **Recording Secretary:**

Nancy C. Morgan, Coral Gables Services, Inc.

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Chair Carol Damian called the meeting to order at 8:10 a.m.

#### **I. Minutes of May 5, 2008:**

**Mr. Garrigó made a motion to approve the minutes of the April 7, 2008 meeting as presented.  
Ms. Litt seconded the motion, which passed.**

#### **II. Meeting Attendance:**

**Ms. Cole made a motion to excuse the absence of Dr. Matalon-Roth. Ms. Litt seconded the motion, which passed.**

#### **III. Discussion on Cultural Grant Guidelines Review:**

Ms. Rivenbark reported that Dr. Matalon-Roth met with staff and thoroughly reviewed the guidelines and overall grant review process. Dr. Matalon-Roth made the following comments and/or recommendations for Board review and approval:

- An objective of the Board is to ensure that Coral Gables is defined by its overall cultural experiences;
- Consider funding *only* to applicants in all three categories who score a minimum of 75 points;
- Consider funding *only* for events physically held within Coral Gables' boundaries;
- Consider funding events held in schools (if an afternoon performance) *only* if the applicant includes a letter in the submission packet from the principal of the proposed venue confirming that the event will be accessible to the public – (security issues may also be a factor to consider);
- Consider addressing the percent of an organization's board of directors that contributes to the organization in time and/or money; (After discussion, the Board decided to leave the application as is regarding this issue.)
- Consider whether applications for publications should include writing samples, or samples of materials such as photographs, to be included in the publication. (The Board unanimously agreed that samples of materials to be included in publications must be provided.)

During discussion, definitions of excellence, project success, how success is measured and other criteria were reviewed. These issues were particularly noted as important by Dr. Matalon-Roth.

Ms. Rivenbark suggested a continuation of the Arts and Business Council marketing workshop, i.e., to help applicants with building their audiences and recruiting new members for support.

**Mr. Diaz de la Portilla made a motion to fund only those applicants in all three categories that score a minimum of 75 points; to fund only those applicants whose events are physically held within the boundaries of the City of Coral Gables; to require writing samples, or samples of other materials, for publications that are all or part of applications for funding. Mr. Garrigó seconded the motion, which passed unanimously.**

**IV. Update on Arts Master Plan Process:**

Ms. Rivenbark reported that development of the Arts Master Plan is progressing slowly. Related to forward movement, she relayed her re-examination of the full-time support position formerly held by Florence Dawson. Instead of seeking a full-time staff person, Ms. Rivenbark will seek two part-time staff members: one arts and culture specialist to help with special projects; one secretary/clerical position. Regarding the Arts Master Plan, which would be managed by the part-time arts and culture specialist, the arts master plans of other cities were examined. Ms. Rivenbark particularly commented on Indianapolis' action-plan based arts master plan as a potential concept model.

**V. Update on Arts Advisory Panel:**

All proposed members of the Arts Advisory Panel agreed to serve. With Board approval, Panel members to be presented to the City Commission for confirmation are: Brian Dursum, Freda Tschumy, Peter Boswell, Marijean Miyar, Dora Valdes-Fauli, with Carlos Mindreau serving as the City's representative.

**Ms. Cole made a motion to recommend City Commission confirmation of the candidates for the Arts Advisory Panel. Ms. Pereira seconded the motion, which passed unanimously.**

**VI. Status Reports:**

**a. City Web Site:**

Ms. Rivenbark forwarded the Board's request for an arts and culture alphabetical listing on the home page through City channels. Ms. Dorrel made all other changes directly on the arts and culture page.

**b. Art Cinema Project:**

Ms. Rivenbark reported that construction bids were due June 9. The program was revised without disturbing quality.

**c. Jean Ward Sculptures:**

The Public Works Department was contacted for a status update on completion of their work on the base and painting of the sculptures prior to installation at two City parks. She learned that the work is incomplete, the Public Works architect is designing the base, and painting has not yet been done. The Board decided to request an update from the City Commission on June 26 if the work remains incomplete at that time.

**VII. Additional Board Business:**

**a. General City Update:**

Ms. Rivenbark reported that the City's tax base valuations were higher than anticipated due to new construction projects. Though there will be a 10% budget cut across the board, the Development Department budgeted at that level, and the cultural grants funding request for \$175,000 may be reduced by 10% or retained as requested, depending on budget decisions.

**b. Other Board Business:**

Ms. Rivenbark distributed required Financial Disclosure Forms that need to be completed and submitted either to the Development Department or directly to the City Clerk's office. The filing deadline is July 1.

There being no further business to come before the Board, the meeting adjourned at 9:05 a.m.

**Upcoming Meeting:** **Next regular Board meeting: Monday, July 14, 2008, 3:00 p.m., to be followed at 4:00 p.m. by the Grants Workshop – City Hall, City Commission Chambers**

Respectfully submitted,

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