

The Budget Sub-Committee for Arts and Cultural Programs to Promote Tourism was held at the above place at the hour of 2:30 PM

Sub Committee Members Present: Councilor Joan Herman, Richard Hurley and Chris Breitmeyer

Staff Present: Finance and Administrative Services Director Brooks

The meeting was called to order at 2:30 PM

### **Operational Definitions**

Sub Committee members began by declaring potential conflicts of interest with applying organizations as follows:

Chris Breitmeyer: Lower Columbia Q Center, Tessa Sheller and Andrea Mazzarella are former board members at the college, Arts & Movement has classes at the college.

Joan Herman: Tillacum Board of Director prior board member and very active in radio station, friend and colleague of Councilor West.

Richard Hurley: Has worked through issues with some organizations but none which

Director Brooks noted Astoria Ferry was unable to meet the commitment for their award FY 19-20 and they returned their funds. Committee member Breitmeyer asked how the returned funds are handled. The funds return to Promote Astoria and become part of the resources for future years. Director Brooks noted there is now a formula to calculate the available grant funds each year. The prior year subcommittee had requested any funds not awarded in FY 19-20 be carried forward and added to the potential award in a following year. However, the applications this year did not exceed the formula based calculations for FY 20-21 and therefore the formula was utilized for the available funds for this presentation.

Three ring binders with application information were provided to subcommittee members prior to the meeting date.

Director Brooks discussed the past practices with reviewing applications and for formulating preliminary recommendations. It was noted the total requests this year are less than the total amount available for distribution and this is due to three notable organizations lack of submission: Astoria Music Festival, Partners for the Performing Arts Center Pier Pressure Productions and Tillacum Foundation did not submit for their portion for the Fisher Poets Gathering Event. Although this is an unusual position for the subcommittee it will most likely make the recommendation process a little easier. Subcommittee members asked if they could increase amounts to come up to the available funding. Director Brooks noted this would not be a best practice as the organizations have submitted their requests for the event/project they require support for. Providing additional funds would require the organization to support the funds with event/project expenditures. The subcommittee asked if the difference could be added to the funds available for the following year distribution. Director Brooks indicated the subcommittee could make this recommendation to the budget committee for approval along with the budget and then the Council could consider whether to adopt this strategy when they adopt the budget.

There was additional discussion about the missing applications and Director Brooks noted other organizations were able to meet the deadline of February 28, 2020 by either e-mail submission or hand delivery. Director Brooks noted the notifications to entities were sent via e-mail, media and Council were notified when the application process opened and information has been available on the City website since January 1, 2020. The City has added acceptance of e-mail transmission to facilitate the application process.

Richard Hurley made a proposal to change the grant application criteria. One of the principals of the grants is to look at long standing events which brings in tourism and to nurture fledgling non-profits who want to start a new event or program. An example is the Astoria Tenor Guitar group which initially wasn't a non-profit and had to partner with another organization at the beginning. If you are a 501(c)3 organization you are accepting public funds. As we are only requiring the initial non-profit determination letter from the organizations, we do not have a

mechanism to verify the organization still maintains this status. Rather than requiring City staff to check websites to ensure the organization continues to meet the requirements it is suggested the applicants should submit a copy of the most recently filed CT-12 forms which is required to be filed with the Oregon Department of Justice on an annual basis. If the organization is newly formed a statement from Oregon Justice Department of Charities Division could be provided until the first CT-12 form is filed. There was discussion if this would require additional work for the organizations or create a new burden. It was noted, the CT-12 s required to be filed annually and so this should not be additional work other than copying the information for the application. This additional information will assist the committee as it will show the non profit nature of the organization is continuing and there hasn't been a lapse. This will only apply moving forward for the FY 20-21 application process if approved by the budget committee and adopted as part of the budget process. There was further discussion that for new organization the provision of this information will assist the organizations with filing appropriately with the State oversight and maintaining the viability of their charitable status.

Director Brooks kept running totals and averages in a spreadsheet to assist with committee consensus on recommendations. This method has been utilized in the prior years to assist with review of recommendations.

**Review of Each Applicant**

A review of each application was conducted with initial recommendations of committee members. Members listed aspects of the application which were commendable and applications which committee members felt could be enhanced with additional information as they conducted reviews. Finance Director Brooks will follow up on notes at the time grants are distributed. It was noted all of the organizations have improved on providing additional and better data supporting their requests.

**Recommended Allocations**

<b>Arts and Cultural Programs to Promote Tourism</b>	<b>Amount Requested</b>	<b>Recommended Applicant Allocation</b>
Astoria Arts and Movement Center	\$ 5,000	\$ 5,000
Astoria Regatta Association	15,000	15,000
Astoria Scandinavian Heritage Association	8,000	8,000
Astor Street Opry	5,000	5,000
Astor Tenor Guitar Foundation	5,000	5,000
Astoria Visual Arts	8,500	8,500
Liberty Restoration Inc	6,000	retracted
Little Ballet Theatre	4,200	4,200
Lower Columbia Q Center	6,500	6,500
Partners for Performing Arts Center (PAC)	6,500	6,500
North Coast Chorale	2,000	2,000
Fisher Poets Gathering	3,000	3,000
<b>Total</b>	<b>\$ 68,200</b>	<b>\$ 62,200</b>

Meeting ended at 3:45 PM

**ATTEST:**



Director of Finance and Administrative Services