



**REGULAR MEETING OF THE
FUNDING ADVISORY COMMITTEE (FAC)
January 11, 2023; 6pm-7:30PM (VIA ZOOM)**

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Webinar ID: 823 9949 7129
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AGENDA

- **CALL TO ORDER/DETERMINATION OF QUORUM**
- **APPROVAL OF MINUTES**
- **REPORTS** Roberto Bedoya, Manager - Cultural Affairs Division
Raquel Iglesias, Cultural Funding Program Analyst
- **OPEN FORUM (15 minutes)**
- **DISCUSSION ITEM #1:** FAC Structure and Governance Document
- **DISCUSSION ITEM #2:** FAC Recruitment
- **DISCUSSION ITEM #3:** Mush Appreciation Circle!

- **ANNOUNCEMENTS**

- Next Meeting of the Funding Advisory Committee is scheduled for March 15, 2023.

- **ADJOURN**

- **ATTACHMENTS**

- Attachment A: Minutes from December 2022 Special Meeting of the Funding Advisory Committee
- Attachment B: FAC Governance Document Draft

♿ To request materials in alternative formats, languages, or to request an ASL interpreter, or assistive listening device, please call Cultural Funding Program Analyst Raquel Iglesias at 510-238-2212 or TDD 510-238-3254 at least three working days before the meeting. Thank you.



**Cultural Funding Program (CFP)
Funding Advisory Committee Special Meeting
Wednesday December 7, 2022; 6PM-7:30PM**

Meeting Minutes

Committee Members in Attendance: Adriana Grino, Sriba Kwadjovie, Indi McCCasey and Tyese Wortham.

Committee Members Absent: Michelle Mush Lee

Staff in Attendance: Roberto Bedoya, Raquel Iglesias, and Gina Acebo.

Call to Order/Determination of Quorum: 6:04PM

Approval of Minutes:

1. Approval of MINUTES of October 2022 Minutes

Tyese Wortham Motions to Approve and noted their appreciation for the details in the minutes. Indi McCCasey seconded. The motion passed unanimously.

MANAGER'S REPORT

Roberto Bedoya, Cultural Affairs Manager

Roberto Bedoya began his report by updating the committee on the PAIII hiring process. He expects to be able to interview candidates in early January.

Bedoya continued by sharing City Hall updates. There are several Cultural Affairs Commissioners currently are up for appointment, which is being put on-hold until Mayor-Elect Thao swears into office. In addition, City Administrator Ed Reiskin has just announced he will be resigning, providing an opportunity for Mayor-Elect Thao to appoint a new City Administrator. Because of these major administration changes, many items are currently in flux. Bedoya also shared that the City expects to have a deficit this next budget cycle, which the Department is currently strategizing around.

Discussion:

- Tyese Wortham asked if Bedoya knew the Mayor-elects stance on arts and culture. Bedoya expressed that he is hoping to have a one-on-one meeting with the Mayor-elect, which has

yet to be scheduled. The new City Administrator will also play a big role in how we are to be supported.

- Indi McCassey asked about the timeline for the new hire, especially considering the high workload for grants processing. Bedoya shared that he is unsure, but is hopeful an offer can be made in February. McCassey also asked if the community or Commission could support in moving the hiring process along. Bedoya clarified that the timeline is now in HR's hands.

PROGRAM ANALYST REPORT

Raquel Iglesias, Cultural Funding Program Analyst II

Raquel Iglesias shared that this is a hectic period for Cultural Funding. Iglesias is currently attending many grantee events for the Holiday season, processing grant contracts and wrapping up the Creative Economies of Belonging grant program.

The Creative Economies public review panels were held on November 17th, and included five stellar panelists, including former FAC chair Jim Santi Owen. The panel reviewed 19 applications, with 17 being recommended for funding.

Furthermore, Iglesias shared that she is currently preparing to process 49 grant contracts for Org Assistance and Festival grant categories, which are due on December 8th. This year, Iglesias is thrilled to have support from the Fiscal/Admin team of the Department, specifically Gaspar Montoya, who is assisting Iglesias in processing these contracts. She is hopeful that support can continue in years to come.

Lastly, Iglesias described the two new grant opportunities which are currently open for applications, including Organization Programs and Individual Artist Projects. The deadline for these opportunities is January 12, 2023, with informational webinars being held in mid-December.

Discussion:

- Adriana Grino expressed her gratitude to Raquel Iglesias and the team for all of the hard work, especially the Creative Economies of Belonging program and getting out this important support for Teaching Artists. Grino also asked if the support we are receiving from Fiscal/Admin can continue, which Bedoya clarified is yet to be determined.
- Tyese Wortham also expressed her gratitude, and asked if the original plan was for the Individual Artist Projects and Org Program grant opportunities were to be pushed back? Raquel Iglesias clarified that the current timeline is the pushed back timeline, as originally all grant opportunities were released in the Summer.
- Adriana Grino asked for clarification on the new grant opportunity announcement and if there was a link to register for the informational webinars. Iglesias clarified that there were many links floating around, but that she would send the announcement again for distribution.

OPEN FORUM:

Speaker(s): Open Forum

The following community members were in attendance: *Julie Hayden, Elissa Glickman, Nicole Wilson-Repson, Natalie Cassidy, and Cybele Gerachs*

- Julia Hayden of Cantare shared her appreciation for the Creative Economies of Belonging grant program, and for the clarity and ease of the process. She expressed the importance of grant opportunities such as these to support arts and culture in Oakland.

DISCUSSION ITEM #1: Creative Economies of Belonging Grant Recommendations

Discussion:

- Raquel Iglesias began the conversation by giving an overview of the Creative Economies of Belonging program, and Cultural Fundings recommendations:
 - CFP received \$500,000 from the National Endowment for the Arts, and are authorized to use 10% for admin costs.
 - CFP is recommending 17 organizations be recommended for funding to support teaching artist salaries. Although there was funding available for all organizations who applied, CFP capped funding for all those who scored above 75% to ensure that the rigorous review process required by the NEA was met.
- Bedoya shared that the panelists who reviewed the grants were exceptional, and professionals we learned a great deal from in the process.
- Adriana Grino asked if there was anything brought up during the deliberation process, or details about the applications, which we wanted to highlight. Iglesias shared that we would be having one-on-one meetings with panelists to hear their feedback about the process. Iglesias continued by expressing the importance of learning how COVID-19 has impacted our teaching artist community, which was highlighted throughout the applications received.
- Bedoya expressed that new state legislation supporting arts education will hopefully bring more consistent funding to the teaching artist community. Indi McCCasey added that there are inequities around how much funding schools receive based on the size of their student body, however this additional funding and funding like it are deeply important to continuing arts education in schools. Lastly, McCCasey expressed that it may be helpful for CFP staff to interview those who didn't apply to the Creative Economies grant program, noting that they received information from a few organizations who were confused by the application.
- Adriana Grino asked if there were only 19 applicants? Bedoya confirmed and explained that outreach was lacking due to the original contractor hired to work on the program stepping off after receiving a full-time job.
- Tyese Wortham praised the list of recommended grantees, and the importance of the artistry being provided to Oakland's youth through these organizations.

DISCUSSION ITEM #2: FY22-23 Grantmaking Updates

Discussion:

- Raquel Iglesias began the discussion by giving an overview of current grantmaking, including:
 - Contracts are currently being processed for the Festivals and Org Assistance grant categories
 - Organization Programs is currently taking in applications. The program has been revamped, previously being Organization Projects, which took in any and all arts programs. Organization Programs will be focused on re-occurring arts programming, supporting the infrastructure of these programs as opposed to one-off programs and events. This change will support staff capacity, as well as continue to support the programs which historically have been funded through this category.
 - Individual Artist Projects is also taking in applications, and grant awards have been increased from \$7,000 to \$10,000. Applications for both Org Programs and Individual Artist Projects are due January 12, 2023.
- Roberto Bedoya underscored the importance of right-sizing our grantmaking, considering how small our staff is vs. The amount of grants we process. He also reminded the committee that we received additional funding for 2022-23, which allowed us to raise the grant amounts this year, which won't be guaranteed in years to come.
- Adriana Grino shared her appreciation for the program changes staff made, and hopes that the changes will provide more clarity for applicants.
- Indi McCCasey highlighted the new budgeting notes in the Grant Guidelines, which they noted is incredibly helpful and supports the equity & accessibility of the program. This, as well as the panelist application and increasing the panelist honorarium, are incredibly important to supporting equity.

DISCUSSION ITEM #3: FAC Structure & 2023 FAC Meeting Schedule

Discussion:

- Raquel Iglesias began the conversation by sharing details regarding the conversation Roberto Bedoya and Iglesias had with the City Attorney about the FAC structure. The City Attorney shared that the way FAC is structured now is fine, as well as reviewed the FAC guidelines/bi-laws. Iglesias will share this document with FAC.
- Roberto Bedoya added that there could be changes with the new administration coming in, and that the City Attorney highlighted some complications if the FAC were to become a standing committee of the Commission, including that FAC members would need to be Mayor-appointed.
- Iglesias continued by adding that FAC as a community-group is similar to how other groups function in the City, and offer a lot of flexibility in terms of the Sunshine Ordinance and filing agenda packets with the City Attorney's office.

- Tyese Wortham asked what staff and other FAC members thought the most appropriate structure for FAC would be and wanting to make sure this was discussed at the next meeting. Adriana Grino echoed this point.
- Iglesias shared that Indi McCasey will be continuing with FAC until this Spring to support grants review and recruitment, and Adriana Grino has agreed to continuing to be a member for another term.
- Iglesias concluded by going over the 2023 calendar for FAC meetings the first quarter of the year, confirming the January 11th meeting, March grant review, and April meeting. Iglesias will proceed by putting those dates on everyone's calendar

ANNOUNCEMENTS

- Next Meeting of the Funding Advisory Committee is scheduled for January 11, 2023
- Indi McCasey shared that Create California is having an informational session on Prop 28 in the next coming weeks. They also shared that a new ED for Oakland Arts Education Alliance, Dominique Enriquez, was just hired.

ADJOURN

Adjourn at 7:15 PM

- *Motion to adjourn by Tyese Wortham. Seconded by Sriba Kwadjovie. The motion passed unanimously.*



Funding Advisory Committee

GOVERNANCE DOCUMENT

(Revision January 2023)

MISSION

The Funding Advisory Committee (“FAC” or the “Committee”) of the City of Oakland’s Cultural Funding Program (CFP) is a volunteer body implemented to assist CFP staff and the Cultural Affairs Commission in matters relating to CFP policies, procedures, and the award of grants to Oakland-based artists, cultural organizations, and schools to support arts and cultural activities that reflect the diversity of the city.

MEMBERSHIP

- The Committee shall consist of up to seven (7) members. The members shall be recruited from the arts community by fellow Committee members, and Cultural Affairs Division staff. Community members selected to participate on the Committee must have direct ties to and/or be well acquainted with the Oakland arts community and have sound knowledge of grant-making and fund development practices. It is not a requirement that members reside in Oakland.
- A simple majority of Committee seats filled shall constitute a quorum (e.g. if all seven seats are filled, four members constitute a quorum). A quorum is required for the Committee to take action, and any decision by the Committee shall require an affirmative vote of a majority of those members present.
- Funding Advisory Committee members may not be a recipient of Cultural Funding Program awards during their term of service. Funding Advisory Committee members shall not participate in review of awards in which they have a financial interest and will not use their position in any manner to induce or coerce any person to provide them or any other person any private advantage, benefit or economic gain.

TERM OF OFFICE

- The members shall be appointed to staggered terms of three years, to commence upon the date of appointment by fellow FAC members. Appointments made to fill a vacancy shall be for the unexpired term only, though that member may be appointed to a full term upon the expiration of that term. A member's service may be extended for up to one year upon completion of term if so desired, and if no replacement has been selected in anticipation of that vacancy.
- Upon the member’s completion of a full term, the member may serve a second consecutive term if approved by a majority vote of the Committee. After two consecutive terms, a member must wait a minimum of two years before applying to serve again. A member may also be eligible to serve a second term after taking a one year hiatus and apply to fill the next available vacancy.
- A vacancy on the Committee will exist whenever a member dies, resigns, or is removed. Actions that constitute cause for removal from the Committee include misconduct, incompetence, inattention to or inability to perform duties, or absence from three (3) consecutive regular meetings except on account of illness or when absent by permission of the Committee.

OFFICERS AND MEETINGS

- The Co-chairpersons shall be elected by the Committee, and should be members on staggered terms.
- Staff support to the Committee shall be provided by the Cultural Funding Program Coordinator and /or the Assistant Coordinator.
- The Committee shall meet quarterly from 6:00-7:30 P.M. on the second Wednesday of January, April, July, and October. Such meetings shall be designated regular meetings. Agendas for regular meetings shall be posted on the FAC website 72 hours before the scheduled meeting. If the date of a regular meeting falls on a City holiday the meeting shall be held on the next scheduled regular meeting day unless otherwise noticed as a special meeting for which notice is given at least five days in advance.
- Other meetings and retreats called by the Committee or staff, scheduled for a time other than the time for regular meetings shall be designated special meetings. Written notice of a special meeting shall be provided to the Committee members, the public and media that have previously requested copies, and posted on the FAC website at least 48 hours (excluding Saturdays, Sundays and holidays) before the meeting is scheduled to convene.

GOALS AND DUTIES

- Provide input to the Cultural Funding Program staff, Cultural Affairs Commission,¹ and the Cultural Affairs Division Director on the development and/or revision of funding policies and procedures for the Cultural Funding Program. Assist in the creation of a pool of qualified people to serve as panelists, and serve as funding review panelists when available; review and approve panelists' qualifications.
- Be vigilant in monitoring the balance of diversity and opportunity when considering all aspects of the Funding Program.
- Hear appeals, and vote on proposed funding recommendations. Annually evaluate, with staff, the funding review process (including applications, guidelines, policies, procedures, and outreach) through solicitation of input from the public; make recommendations for revisions as needed
- Serve on subcommittees of the FAC, as needed.
- Encourage and assist in the development of support for individual artists and nonprofit arts organizations within Oakland.
- FAC is advisory to the Cultural Affairs Division and does not have independent decision-making authority. FAC decisions are subject to further approval by Cultural Funding Program staff and/or the Cultural Affairs Commission.

CURRENT MEMBERS AND TERMS*

Voting Members

- | | |
|------------------------|------------------|
| ▪ Adriano Grino | 10/9/22-10/9/23* |
| ▪ Indi McCasey | 1/8/20 - 4/12/23 |
| ▪ Sriba Kwadjovie, JD. | 7/22/20-7/22/23 |
| ▪ Tyese Wortham | 7/22/20-7/22/23 |

*Member is serving second term

¹ The Cultural Affairs Commission is an official advisory body of volunteers appointed by the Mayor and confirmed by City Council to advise on matters affecting cultural development in the community and to review and comment on all City programs and actions which affect arts and cultural development in Oakland.