

Harford County Cultural Arts Board
Mezzanine Level Conference Room
Bel Air Branch Harford County Public Library
Monday, June 3, 2019

Present: Chuck Bowden (Chairperson), Jessica Cleaver (Coordinator), Kelley Dilworth, Karen Heppen, Renee Johnson, Peter McCallum, Christina McLoughlin, Heidi Neff-Chuffo, Angie Sokolov, Wendy Roberts, and Aurora Kahoe (legislative assistant for Councilman Chad Shrodes).

Participated by phone conference call: Jared Noe

Absent: Pam Burton, Larry Noto, Amy Riley, and Laura Ward-Moran.

The meeting was brought to order by Chuck Bowden at 6:03 p.m..

The consent agenda was the first meeting item addressed. This consisted of the following topics—the May 6, 2019 meeting minutes and financial summary. Karen Heppen moved that the consent agenda be approved and Kelley Dilworth seconded the motion. This motion was approved unanimously.

Tami Zavislan, Board Development Consultant, conducted a board training and orientation session (see attached powerpoint presentation).

Jessica Cleaver provided specific information and guidelines for all Harford County Cultural Arts Board members to read and sign the Advisory Board Agreement and Conflict of Interest Disclosure. All board members in attendance signed both of these documents and submitted them to Jessica Cleaver.

Jessica Cleaver presented information regarding the Upper Chesapeake Bay Pride Festival that will be held in Havre de Grace on Saturday, June 22, 2019. Board members deliberated which level of participation in which to be involved. Heidi Neff-Chuffo moved and Karen Heppen seconded that the Harford Cultural Arts Board participate at the \$1,000.00 level. The motion passed unanimously. Kelley Dilworth will coordinate the assignment of board members to the various time slots and types of responsibilities for their involvement in our organization's booth for this event.

Jessica Cleaver reviewed the Community Arts Development Grant process. Specific areas of the grant review addressed were Artistic Excellence, Organizational Effectiveness, and Service to the Community as well as the grant scoring rubric. In addition, the online grant review process was discussed and the organization of the three review teams was highlighted. Currently, 18 grant requests have been received and Jessica Cleaver will be dividing these requests among the three grant review teams soon.

By the third week in June, all grant requests will have been submitted to their respective review teams for initial critique and individual scoring to be completed by July 8, 2019. These scores will be forwarded to Jessica Cleaver who will tabulate and organize them into matrices in preparation for the July 15 small-group meetings. On July 15, 2019 the three review teams will meet at their scheduled times to determine the final scoring for each grant request. It was agreed by consensus to adjourn the meeting. Chuck Bowden formally adjourned the meeting at 7:45 p.m.. The next regularly-scheduled meeting of the Harford County Cultural Arts Board will be held on Monday, August 5, 2019. On July 15, 2019 small-group scoring team meetings will occur with the final schedule of times to be announced.
