

**Meeting Minutes**

April 30, 2016  
 8:30 am, AED

Members Present	Members Absent	Panel Members	Staff Present	Guests Present
J. Kopenhaver	C. Velazquez	C. Alvear	M. Isabelle-Stark	J. Afran
W. Baez	R. Goler	TC Benson	S. Lissabet	B. Campeau
J. Hensley	E. Johnson	A. Curley	J. Lynch	A. Wengrovitz
L. Lombard		M Gaffen	A. O'Dell	
C. Murphy		R. Littleton	C. Richmond	
C. Patch		W. MacAdam		
L. Sarli				
M. Semmel				
T. Worden				
J. Zeeman				

**1. WELCOME AND CALL TO ORDER**

The Grants Day meeting of the Arlington Commission for the Arts was called to order by Commission Chair Kopenhaver at 8:30 a.m. Introductions between Commissioners, panelists, staff, and guests were made. The review process for the meeting was reviewed by the Chair. Because of the change in structure of the Excellence and Access Grants program this year, Commissioners were instructed by the Chair to pay close attention to the guidelines and carefully consider the scope and quality of the projects proposed, the amount of funds requested, and the ability of the organization to provide the required 1:1 match in their scoring.

**2. RECUSALS**

The following recusals were noted from the Commission members during discussions of groups:

- Lola Lombard – Encore Stage & Studio
- Carol Patch – Bowen McCauley Dance

**3. SPACE AND SERVICES GRANT AWARDS**

- Deferred to May Meeting.

**4. REVIEW OF EXCELLENCE AND ACCESS GRANT APPLICATIONS**

- For each application, the following review process was followed: 1) panelists summarized their evaluation of the application and provided their average scores; 2) staff provided information about whether the application was complete; 3) the Commission liaison for the group provided relevant information; 4) discussion by Commission members on their

evaluation rationale. Each Commissioner then provided a score for each application. The highest and lowest scores were eliminated, and the remaining scores averaged.

- During the scoring process Commissioners frequently expressed the following concerns: projects proposed by the applicants did not reflect the intent and purpose of the Excellence and Access grants; there was lack of clarity around whether some organizations had the capacity to successfully accomplish their proposed projects; there was uncertainty whether requests above the maximum grant amount should reflect on managerial competence; and, some of the projects were poorly defined and described. This resulted in many Commissioners being uncomfortable with the scoring outcomes. Chair Kopenhaver requested that a Task Force be convened to review the scoring process in light of the adopted Grants Guidelines and make recommendations to the Commission before proceeding with the consideration of award amounts.
- Commission members M. Semmel, J. Zeeman, C. Patch and R. Goler were appointed to the Task Force. The Task Force will provide their recommendations at the May 11 Special Meeting of the Commission.

*The meeting was adjourned at 2:25 p.m.*