



THE CITY OF SAN DIEGO

**MINUTES**

**COMMISSION FOR ARTS AND CULTURE  
POLICY COMMITTEE**

Civic Center Plaza, 1200 Third Avenue, Floor 9, Suite 924  
San Diego, CA 92101  
Tuesday, June 12, 2012, 2:00 p.m. – 4:00 p.m.

**Members Present**

Lewis Klein, Chair  
Larry Baza  
Garet Clark  
Vicki Reed (ex-officio)

**Members Absent**

Dea Hurston

**Commission Staff Present**

Victoria L. Hamilton  
Gary Margolis

- 
- I. Call to Order  
The Policy Committee of the City of San Diego Commission for Arts and Culture was called to order by Lew Klein at 2:00 p.m.
- II. Non-Agenda Public Comment  
None.
- III. Action Item – Changes to Organizational Support Program (OSP) and Creative Communities San Diego Program (CCSD) Applications and Guidelines  
A motion was made by Clark and seconded by Baza to recommend the changes as outlined in Attachment A to these minutes. The motion passed unanimously
- IV. Hamilton updated the committee on the 2015 Balboa Park Celebration.
- V. The next meeting is scheduled for July 9 at 1:00 pm (before the Executive Committee meeting)
- V. Adjourn  
The meeting adjourned at 4:00 p.m.

Attachment A

Key to Panel Abbreviations

A = OSP I & II	B = OSP III	C = CCSD
----------------	-------------	----------

Comment	Panel	Action
<ul style="list-style-type: none"> <li>• <b>State of California Song-Beverly Credit Card Act of 1971</b> Include the following language in the application (under cultural tourism marketing): <i>“Please make certain that you are aware of legal constraints related to collecting personal information from credit cards as set forth in the State of California Song-Beverly Credit Card Act of 1971.”</i></li> </ul>	A	New language in application
<ul style="list-style-type: none"> <li>• <b>Make it clear that service organizations are eligible for funding.</b> Include the following language in the application (under goals): <i>“To support the artistic and organizational growth and capacity of artists and arts and culture organizations.”</i></li> </ul>	Staff	New language in application
<ul style="list-style-type: none"> <li>• Conflicts of Interest                             <ul style="list-style-type: none"> <li>✓ Discontinue language describing staff on boards as NOT a best practice. Require applicants to describe steps they have taken to eliminate conflicts of interest when this situation occurs.</li> <li>✓ Add language regarding the disclosure of related staff, board members or vendors to Governance Inventory.</li> <li>✓ Require applicants to disclose any staff and board members who are related to each other and require a description of how these conflicts of interest are being managed.</li> </ul> </li> </ul>	A	New language in application
<ul style="list-style-type: none"> <li>• <b>Inreach and Outreach Table</b> Include the following language in the application: <i>“While all applicants are encouraged to make their best effort to serve as broad a cross section of the city as possible, panels will be instructed to expect greater accomplishments in this area from the larger organizations.”</i> Also, Attachment 2 will be added to the application as the required format for the “support tables.”</li> </ul>	A	New language in application
<ul style="list-style-type: none"> <li>• Require applicants to provide notes for sections of the CDP other than revenue and expenses that change by some percentage from one year to the next?</li> </ul>	B	New language in application

<p>Include the following language in the application:  <i>“While revenue and expenses are the only sections of the CDP Report that require explanations, please review all sections of the report and provide explanations when you feel the panel may have questions, for example when changes from one year to the next are substantial. 1 page limit.”</i></p>		
<ul style="list-style-type: none"> <li>Allow panelists to discuss information obtained from an applicant’s website?  Include the following language in the application:  <i>“Applicants that would like panelists to view sections of their website in support of comments made in the narrative should the specific web addresses, a brief description of what will be found there, and a brief description of why the referenced website section is relevant to a better understanding of the narrative section. Panelists have the option to view websites or not, so applicants should not use their websites as a substitute for complete narrative answers.”</i></li> </ul>	B	New language in application
<ul style="list-style-type: none"> <li>Paying artists?  Include the following language in the application:  <i>“Applicants are strongly encouraged to pay artists of any discipline whenever possible.”</i></li> </ul>	C	New language in application
<ul style="list-style-type: none"> <li>Revise CDP Financial format to show unrestricted income</li> </ul>	Staff	Under Review
<ul style="list-style-type: none"> <li>Consider paperless applications and panels?</li> </ul>	A	Update

**Staff will make the appropriate changes to the guidelines to accomplish the following:**

<ul style="list-style-type: none"> <li>Encourage organizations coming out of Short Form and preparing to apply in Long Form to attend Technical Assistance workshops.</li> </ul>	C	Staff
<ul style="list-style-type: none"> <li>Encourage applicants to consecutively number every page of the application.</li> </ul>	B	Staff
<ul style="list-style-type: none"> <li>Other changes as necessary</li> </ul>		Staff

**If time allows, discuss the following:**

<ul style="list-style-type: none"><li>• Revise appeals process.</li></ul>	Staff and Commissioners	Discuss
<ul style="list-style-type: none"><li>• Deficit Policy Applicants with two year average deficits will not be allowed to submit a short form version of the application but will be eligible to receive a rank of 4.</li></ul>	Staff and Commissioners	Discuss