

Benton County Cultural Coalition
Minutes
Meeting September 11, 2007
Philomath Public Library

Members present: Karyle Butcher, Meghan Caughey, May Dasch, Walter Frankel, Catherine Holdorf, Susan Johnson, Joe Malango, Court Smith, Ann Staley, Sara Swanberg, Rick Wallace

Members Excused: Kathryn Burton, Stefani McRae-Dickey, Diane Tarter

Members Absent (Please call or email Walter (541-753-6763, curtwalt@exchangenet.net), when not able to make a meeting): Ilona Hains

- A. Call to order at 4:05 PM by Board Chair, Walter Frenkel
- B. Approval of Minutes of July 31, 2007 meeting with the addition of the topics from the discussion on considerations when updating the BCCC cultural plan. Moved by Sara, seconded by Joe, amended by Rick with second by Ann, passed without dissent.
- C. Walter stated that the treasurer's report has not changed from the financials reported at the last meeting. The annual payment from the Oregon Cultural Trust has not been received. Walter is working with the Trust to correct payment problems.
- D. Old Business
 1. Corvallis Fall Festival – Sara reviewed the plan for the arts information booth at Fall Festival. The purpose of the booth is to offer local arts organizations a place to contact people drawn to Fall Festival, to promote the Oregon Cultural Trust giving program, and to make people aware of the Benton County Cultural Coalition. Sara requested Board members to sign-up for staffing the booth. Shifts are 10-12, Sept 22 & 23; 12-2, Sept 22 & 23; 2-4, Sept 22; and 2-5, Sept 23. All sessions are staffed by at least one Board member. The goal is to have two BCCC Board members plus a community group member for each shift. Board members can also contact Sara about setup at 2 PM on Friday, Sept 21. Contact Sara at 754-1551 if you have not signed up and can do a shift.
 2. Revision of Cultural Plan – Rick has plan revision schedules, details, and the current plan on the web site at <http://www.bentonculture.org/PlanRevision.htm>.

Susan reviewed two survey efforts that are in progress. One is of member organizations, which was sent with the Grants Committee 2008 “Call for Letters of Intent.” A second survey for the general public is planned for October. Megan agreed to work with Susan on this survey. Walter agreed to call organizations that we have funded and who have not returned their survey. Any Board members working with organizations, please get them to complete the survey they received in the mail. The survey can also be downloaded from the plan revision address above.

Walter agreed to take the lead on updating our grants and operating procedures in the plan revisions.

The Trust schedule for cultural plan updating is and also on the BCCC web site.

June 30, 2007 Coalitions update contact information with Trust
July, 2007 Begin to develop new toolkit for community cultural planning
Aug 10, 2007 Inform coalitions on their yearly distribution/grants
August 30, 2007 Data on coalition FY) & granting available for analysis
October 2007- January 2008 Outreach and training to coalitions through regional meetings; 1:1 meetings with coalitions, trainings. Also identify best practices. Targeted outreach to tribes, optionally working in partnership with Legislative Commission on Indian Affairs
By February 28, 2008 Cultural plan drafts due to the Trust office
March 2008 If needed, continued or targeted assistance to groups that need additional assistance
By April 15, 2008 Cultural plans completed for review
By May 15, 2008 Evaluation and review of plans submitted. Summarizes outreach visits
August 2008 Coalitions submit final reports on FY07 granting

3. Officers, terms and nominations – Court sent the Nominating Committee suggestions to all Board Members on September 12, 2007 by email. Please send comments and suggestions that are to be summarized for discussion at the next meeting.
4. Ann updated the grants process. The solicitation letter was mailed at the beginning of September. If you know of organizations that did not get the letter and would like one, contact Ann. Rick has the grants schedule is on the web site at <http://www.bentonculture.org/2008GrantSched.htm>.

Ann has met with Theresa Hogue at the Gazette-Times to get publicity for the grants program.

E. New Business

1. Budget – The budget was approved with the revision that the budgeting for the bookmarks be reduced \$50 and the carryover be increased \$50. The issue was the BCCC policy to retain 10% of the Trust earnings each year for a carryover into the next fiscal year. Court moved adoption of the budget, Rick amended the \$50 change, Karyle seconded, the motion passed without dissent. In the discussion, the general consensus was to provide as much money to the grants program as possible, while considering the fiscal stability of the BCCC. The budget passed at the meeting was distributed by Walter in a September 12, 2007 email.

2. Domain name – This is waiting the Peak billing for the domain name that is due in February 2008. The budget includes \$100 for the domain name.
 3. Awards presentation reception was discussed for January to coincide with three public meetings planned as part of the cultural plan updating. The goal of these meetings is to gain information for the cultural plan update, to present publicly grant awards, and to promote awareness of the BCCC.
 4. Board members requested discussion of meeting dates and times at the next Board meeting.
 5. The Nominating Committee was asked to take up the issue of unexcused absences from BCCC Board Meetings. A recommendation was submitted with a September 12. email from Court. Suggestions and comments are appreciated and these policies will be discussed at the Wednesday, October 17, 4 PM Board Meeting.
- F. Adjournment was at 5:14 PM.