

**UNAPPROVED MINUTES
CULTURAL ARTS COMMITTEE**

**REGULAR MEETING
April 9, 2012, 1:30pm – 2:30pm**

- A. Roll Call** – Councilmembers Pinkard and Ramirez present
- B. Approval of Minutes from March 19, 2012** – Approved with corrections
- C. Public Comments** – None
- D. Old Business**
- 1. List of Oxnard Arts Groups**
 - 2. Cultural Arts Staff Support** – Matthew Winegar
 - Matthew Winegar is resolving issues with the City Finance department.
 - Staff responsibilities will include applying for grants, seeking out opportunities, administrating committee grant/RFP process.
 - Position will require 4-5 hours per week at a cost of \$10,000 per year
 - Draft job description will be provided to Committee
 - 3. City Council Agenda Item of March 27** – Agenda item for disbursement of grant funds was unanimously approved by City Council.
 - 4. Cultural Arts Grant RFP** – Matthew Winegar
 - The body of the RFP is completed
 - Intent is to have evaluation worksheets completed by end of next week for distribution to Committee
 - 1 or 2 workshops will be scheduled
 - Workshop attendance will not be mandatory in order to submit a response to RFP
 - Award date is scheduled for June 30.
 - 5. Non-Committee Meeting of Oxnard Arts Groups** – Carmen Ramirez
 - This meeting will not be related to the RFP process nor will the first meeting be used as a showcase opportunity.
- E. New Business**
- 1. Cultural Arts Grant RFP Review Panel** – Matthew Winegar
 - Review Panel will be made up of two reviewing groups: One to review artist submissions, one to review organization submissions
 - Minimum of four individuals per panel
 - Need to develop Oxnard-specific review criteria
 - Cultural diversity of panel is important
 - Matthew Winegar requested that meeting attendees email him the names of recommended panel members

- Grant is currently structured to provide half of the awarded amount upfront, and the second half upon delivery of the “art”
- Councilmember Ramirez would like to see flexibility in the definition of “art”
- Jim Gilmer voiced concern that only half of award up front will be sufficient for some types of organizations

F. Cultural Arts Fund Balance – \$341,504

G. Future Items – None

H. Committee Business – None

I. Group Announcements

J. Adjournment