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**Minutes  
Grants Review Panel  
Tempe Municipal Art Commission  
May 7, 2010**

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**Minutes of the Grants Review Panel - Tempe Municipal Arts Commission - recorded at 9:15 a.m. on May 7, 2010, in the Tempe Public Library Connections Café, 3500 S. Rural Road, Tempe, Arizona.**

**(MEMBERS) Present:**

Nancy Goren, Chair (Non-Voting Facilitator)  
Mary Neubauer  
Catherine Fletcher  
Casaundra Brown  
Linda Sleight

**(MEMBERS) Absent:**

None

**City Staff Present:**

Maja Aurora, Arts Coordinator  
Ashley Davis, Cultural Services Division Part-time/Temporary Staff

**Agenda Item 1 – Call to Order**

- Nancy Goren called the 2010 – 2011 City of Tempe Arts Project Grants Review Panel to order at 9:25 a.m.

**Agenda Item 2a – Panel Review of 2010 – 2011 Arts Project Grant Applications: Individual Review of Proposals' Support Materials**

- Nancy Goren presented the panel review members with the proposal support materials submitted by twenty one (21) 2010 – 2011 City of Tempe Arts Project Grant applicants. Goren invited the panel members to view all submitted support materials.

**Agenda Item 2b – Panel Review of 2010 – 2011 Arts Project Grant Applications: Explanation of Grant Review Process**

- Nancy Goren thanked the panel members for their participation in the 2010 – 2011 City of Tempe Arts Project Grant Review Panel Process. A brief discussion was held; panel members, City of Tempe staff and the review panel's non-voting facilitators introduced themselves.
- N. Goren explained the following items to the panel:
  - The process of determining the grant awards

- The role of the panel chairs
- The role of the city of Tempe staff
- The role of the public
- The role of the panel members in the discussion and ranking process
- The Conflict of Interest forms

**Agenda Item 2c – Panel Review of 2010 – 2011 Arts Project Grant Applications: Conflict of Interest**

- Maja Aurora, City of Tempe Arts Coordinator, asked the panel members to sign and date the Conflict of Interest form located in the front pocket of their respective 2010 – 2011 City of Tempe Arts Project Grant Applicant Materials Binder. Aurora collected the Conflict of Interest forms from the panel members.
- Nancy Goren stated that all panelists are considered to have a conflict of interest with an applicant organization if the panelist benefits financially or otherwise from the proposed project up for review.

**Agenda Item 2d – Panel Review of 2010 – 2011 Arts Project Grant Applications: Discussion and Scoring of Proposals**

- Nancy Goren facilitated the panel discussions; 21 City of Tempe Arts Project Grant Proposal Applications were reviewed. All discussions focused on the published evaluation criteria.
- N. Goren encouraged the panel members to make constructive comments regarding the submitted grant project proposals.
- N. Goren explained that any first-hand knowledge of the applicant projects or organizations may be shared; Goren added that hearsay evidence could not be discussed.
- Maja Aurora prepared the audio-visual materials for each grant applicant as their proposal was discussed and evaluated.
- N. Goren invited the panel members to silently assign numerical rankings for each arts project grant applicant.
- All discussion commentary was recorded by Ashley Davis, City of Tempe Cultural Services Division Part-time/Temporary Staff.

**Agenda Item 2e – Panel Review of 2010 – 2011 Arts Project Grant Applications: Call for Public Comment**

- Nancy Goren called for public comment; no public comment was recorded by Ashley Davis.

**Agenda Item 2f – Panel Review of 2010 – 2011 Arts Project Grant Applications: Suggestions for Improvement**

- Catherine Fletcher stated that the organization of the notebooks and grant applications were easy to follow and understand.
- Mary Neubauer stated that it was her observation that the panel meeting process and discussion was productive and would not change the format.
- Linda Sleight stated that she appreciated the grant applications being complete; L. Sleight observed that the applications included all necessary Project Partner Forms.

- Casaundra Brown stated that she enjoyed the process of the Grants Review Panel and found it interesting to learn more about the 21 grant applicants.

**Agenda Item 2g – Panel Review of 2010 – 2011 Arts Project Grant Applications: Recycle Application Books**

- Maja Aurora collected the 2010 – 2011 City of Tempe Arts Project Grant Applicant materials binders that had been distributed to the grants review panel members prior to May 7, 2010. Aurora stated that three binders are maintained for office records; all remaining binders are shredded and recycled.

**Agenda Item 3 – Adjournment**

- Meeting adjourned at 2:15 p.m.

Prepared by: Maja Aurora

Reviewed by: Rachael Peterson