

**MINUTES**

**Cultural Council of Greater Jacksonville**

**CSGP Committee Meeting: Training for Application Review**

**Thursday, July 20, 2023, 9:00 a.m.**

**Location: The Jessie/Remote**

Present:

Members, In-Person – Amy Crane, Cory Driscoll, Ari Jolly, Sally Pettegrew, Karen Estella-Smith, Chair Ellen Williams (non-voting)

Members, Virtual – Sondra Fetner, Laura Schepis, Angela Strain

Staff – Amy Palmer, John Poage

**PART ONE: 9-10 a.m.**

Chair Ellen Williams called the meeting to order at 9:05 a.m.

**Approval of Minutes Ellen Williams**

* MOTION Pettegrew, 2nd Smith. Passed.

**CSGP Misc. Amy Palmer**

* City Funding Update
* CSGP Committee Terms & Recommitment/Reappointment
* Overview of applicants – FY24 CSGP

**On-site & Foundant Check-in Amy Palmer**

* ON-SITES: Confirm scheduling of individual visits. Review instructions and form. After fact-check, upload report and email to staff
* FOUNDANT: Each member will review all on-site reports, following 8/28/23 deadline. Committee has two weeks to review all the on-site reports, prior to submitting preliminary scores on Sept. 11.

**Meeting follow-up Amy Palmer**

* Meeting materials posted to “shared docs” in Foundant; also all on-site reports
* Monday, August 28 (in Foundant and email John) – Deadline to submit On-site reports
* Monday, Sept. 11 (in Foundant) - Deadline to complete Preliminary scores
* Next meeting: Preparing for Hearings - Wednesday, Sept. 13, 9-11 a.m. @ duPont Center
* Public Hearings: Tuesday, Oct. 3 / Make-up Tuesday, Oct. 10, 8:30 a.m.-5 p.m., duPont Center

*Break*

**PART TWO: 10:10-11 a.m.**

* *New committee members stay for further training*
* *Returning committee members may leave or stay for review*

Amy Palmer reviewed the following:

* On-sites
* Foundant Review
* Application Overview including budget forms
* Evaluation Criteria & Scoring
* Applicant overview

There was no public comment.

The meeting was adjourned at 10:55 a.m.