

## MEETING MINUTES

Metro Arts Commission **Budget & Administrative Oversight Committee**

Tuesday July 16, 2024, 12:00pm-2:00pm

Metro Southeast Building

1417 Murfreesboro Pike, Antioch, TN 37217

[Meeting video](#)

### **Attendance at Meeting:**

**Commissioners:** Beverly Watts (Chair), Heather Lefkowitz and Timothy Jester

**Absent Commissioners:** John Nefflen and Campbell West

**Metro Arts Staff:** Interim Director Dr. Paulette Coleman, Sydnie Davis, Daryn Jackson, Vivian Foxx

**Guests:** Amanda Deaton-Moyer, Metro Finance; Ashley Bachelder, MHRC

### **Action Items for August:**

- Provide monthly financial reports including budget, actuals, variance at August meeting.
- Have Public Art committee present on processes and SOPs at August meeting.
- Research disparity studies done in Austin and implications for Metro Arts.
- Gather committee charters and bylaws for review.
- Determine any immediate action needed from internal audit response.

### **Meeting Summary:**

The meeting revolved around various aspects of budget and grant management, including compliance with existing rules and regulations, monitoring and ensuring compliance, and the need for clear understanding of processes. Commissioners also discussed challenges and lessons learned in the closeout process for FY 24 grants and discussed equitable funding models for the arts in Nashville. Additionally, the committee discussed the proposed disparity study to ensure legal compliance in grant allocation and suggested improving internal processes and communication.

**Agenda and Notes:****A. Call to Order**

- a. Commissioner Watts called the meeting to order at 12:00pm.

**B. Public Comment**

- a. No public comments

**C. Approval of Minutes:**

- a. Meeting minutes from March 27, April 10, and May 7 were approved (Commissioner Jester motion, Commissioner Lefkowitz seconded.)

**D. Action Items/Discussion**

- a. FY24 Budget closeout:
  - i. Interim Director Dr. Coleman indicated that the closeout of the FY24 Metro Arts budget has not yet been finalized. Updates will be provided at future meetings.
- b. FY25 Budget overview:
  - i. Commissioners reviewed the submitted budget for FY25 and requested more detail in future reports to indicate monthly spending on budget categories.
  - ii. Clarifications on disparity study funding are still needed.
  - iii. Dr. Coleman mentions the importance of getting the executive director's search underway and reviewing candidates with staff input.
- c. Grants management: Metro
  - i. Metro Legal and Finance teams working together with arts staff to improve grant distribution processes.
  - ii. Metro has standard contract terms for liability reasons and reporting requirements are collaboratively determined with arts staff.
- d. Grants management: State of Tennessee
  - i. Dr. Coleman discussed the close-out process for grants with the Tennessee Arts Commission, revealing missing contracts and information.
  - ii. Working on corrective actions and documentation to ensure compliance with state regulations before the next eligible cycle of grants.
- e. Audit findings and implementing corrective actions:
  - i. Commissioners reviewed the suggestions of the audit team, who will provide flexible deadlines for implementing suggestions, with a two-year follow-up to ensure compliance.
  - ii. Commissioner Watt outlines risk rankings in Appendix B for audit planning.
  - iii. Dr. Coleman highlights the importance of internal controls, risk management, and compliance. Commissioners express a desire to support Dr. Coleman as she proposes interventions.
- f. Research and policy:

- i. Clarity is needed on funding models for operational grants and alternative funding models for THRIVE to support individual artists.
    - ii. Staff have been researching policy and precedent in other comparable cities for funding models.
  - g. Structure and bylaws:
    - i. The Executive Committee is a working group for revision of bylaws.
    - ii. Commissioner should also review charters for committees and HR policy information.
    - iii. Commissioner Watts proposes a close look at the Public Arts Committee's function, including assigning tasks to individuals for research and reporting, as a potential model for other committees.
  - h. MHRC Conciliation:
    - i. Tyler Yarbrow will be presenting the conciliation agreement at the commission meeting this week. If approved, there is still work to be done on finalizing details of the agreement in principle, including letters of agreement or contracts, dates for spending and reporting by July 31.
- E. Adjourn
  - a. The meeting was adjourned at 1:30PM.

**Submitted for approval by:**

Heather Eve Lefkowitz, Secretary