

**MINUTES OF THE ARTS & HISTORICAL PRESERVATION
ADVISORY BOARD FOR THE MEETING HELD ON JULY 16, 2020**

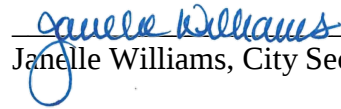
1. **Call meeting to order and the establishment of a quorum**
With a quorum present, the meeting was called to order at 4:01 p.m.
2. **Roll Call**
Present: Mary Branum, Sam Malchar, Ellen Morrison, Theresa Elliott, Christine Hopkins, Council Member David Collins, and City Secretary Janelle Williams.
Absent: Surinder Aulakh
3. **Approve the minutes for the June 24, 2020 meeting**
Theresa Elliott made a motion to approve the minutes as amended, with Christine Hopkins seconding the motion. Unanimously approved.
4. **Request to address the board. Each person is limited to 3 minutes**
No public comments were received. Board Member Sam Malchar introduced himself to the other board members.
5. **Consider YTD Budget vs Actual HOT collections to determine award reductions**
Debbie Jordan reported total HOT collection of \$603,437.77 as of October 1 through May 31. CM Collins will get the YTD budget information from the Park Board.
6. **Consider the use of Reverse Funds for Arts recipients; distributed through an application process**
This item will be placed on each future agenda of the board to consider when needed.
7. **Consider rolling over of 2019/2020 distributed unused funds into 2020/2021 City calendar year**
Sam Malchar made a motion to make a recommendation to City Council to allow rolling over FY2019/2020 unused funds into FY2020/2021, with Theresa Elliott seconding the motion. Unanimously approved.
8. **Consider the review of recipient financials by the Finance Department**
The board discussed options for reviewing the recipient financials. Debbie Jordan advised the Finance department does audit the quarterly reports to ensure the spending is in compliance with the ordinance. Moving forward, the Finance Department will remove the operating statements from reports from the recipients prior to providing reports to the board, and will advise recipients to only provide HOT statements and not operating statements.
9. **Schedule next meeting**
The next meeting will be held on August 5, 2020 at 4:00 p.m.

Items to include on the next agenda:

- 1) Send future agendas and call-in information to recipients
- 2) Discuss protocols for attendance
- 3) Open positions
- 4) Get YTD information from the Park Board
- 5) Reserve funds

10. Adjourn

The meeting was adjourned at 4:49 p.m.



Janelle Williams, City Secretary