

13 - 1076



## REGION 2 ARTS COUNCIL BIENNIAL PLAN FISCAL YEARS 2014 and 2015

### **Mission Statement**

The Region 2 Arts Council strengthens the presence of the arts by supporting opportunities for arts creation, promotion, education and funding for the people of Beltrami, Clearwater, Hubbard, Lake of the Woods, and Mahnommen Counties.

**Vision:** Creating a thriving arts culture that enhances the quality of life in our communities.

### **Brief History of Region 2 Arts Council**

The R2AC incorporated as a 501(c) 3 non-profit organization in 1980 and is one of the eleven Regional Arts Councils (RACs) designated by the State of Minnesota to ensure that State arts funding reaches every county in Minnesota. The R2AC serves a five-county area in north central Minnesota extending to the Canadian border and is surrounded by the Leech Lake, White Earth and Red Lake Indian Reservations. The region is very rural and has the lowest population density of the eleven RACs. The R2AC is governed by a board of ten directors comprised of two representatives elected from each county.

### **Needs Assessment Process**

Region 2 Arts Council conducts an ongoing needs assessment process to continuously assess the needs in the region using a variety of tools to gather information. There were five assessment components utilized during the past biennium (FY2012-13).

- **Informational/Listening Sessions conducted throughout the region.** R2AC board members and staff held public meetings throughout the region to give an overview of the R2AC programs and to gather needs in each county. Attendees were asked questions to ascertain their needs and to evaluate the current Legacy, State General Allocation and McKnight Foundation programs. Specific questions were asked to stimulate a discussion of needs for individual artists, organizations, schools and the community.
- **R2AC Grant Applications.** Needs assessment questions were a component of R2AC grant applications in FY12-13. This assessment tool has proven to be a valuable method for collecting information from individual artists, arts organizations, schools, non-profits and government offices.
- **R2AC Survey Monkey needs assessment survey.** In November 2012 we surveyed artists and arts organizations to rate Region 2 Arts Council's programs and services, and to ask specific questions pertaining to needs for growth individually and as a community.
- **Grant Writing Workshops.** Workshops were conducted in each county annually or more frequently depending on the needs of the county or community. Needs assessment questions were asked at each workshop to gather the needs of the attending individuals and organizations. We also conducted grant-writing workshops on the three Indian Reservations to discuss needs and grant opportunities.
- **Informal discussions with arts organization leaders, mayors, city officials, artists and members of the public.** R2AC gathers needs during outreach in the region and during discussion of grant proposals.

### **Summary of Needs Assessment**

The needs assessment information was compiled and trended for the R2AC board for their planning meeting in January 2013. The following list was prioritized by most frequently requested needs to assist the board in determining the programs and services that would best meet the needs of the region for the upcoming biennium. The priorities identified below are included in the programs and services outlined in the FY14-15 Work Plan and the Goals and Objectives.

- Workshops for Individuals and Organizations
- Opportunities to Network and Collaborate
- Exposure, Promotion, Publicity
- Exhibit Space needed in Rural Areas
- R2AC Newsletter
- Sources for other Grant Funding
- Community Arts Centers
- Exposure to Professional Level Performances
- Online Calendar and regional Marketing Website
- Community Awareness, Audience Development, Financial and Community support
- Offer arts opportunities for those who don't have access
- Forum of Arts Organizations for Idea and Resource Exchange
- Promote Native American arts, Marketing to Native communities
- Simplify R2AC Grant Applications
- Equipment and Supplies
- General Operating Support grants to hire staff
- Studio Space
- R2AC presence at Arts Events
- Marketing Collaborations with Arts Organizations and Artists
- Networking Venue
- Artist School Residencies, Bus trips for Schools, Expose youth to the arts

### **Description of Planning Process**

The Region 2 Arts Council dedicated time to the biennial planning process at board and committee meetings from January 2013 through April 2013. All ten members of the R2AC Board were involved in the planning process.

The needs assessment information and the R2AC Goals and Objectives were thoroughly reviewed and discussed at a planning session on January 19, 2013. This meeting was held at the Lueken's Conference Room in Bemidji, Minnesota with facilitator MaryAnn Reitmeir.

The FY14-15 Biennial Plan, including the budgets for fiscal years 2014-2015, were reviewed and approved by the Region 2 Arts Council board at their meeting on April 15, 2013.

## FY14-15 WORK PLAN for R2AC Grant Programs and Services

The programs and services in the R2AC work plan address the identified priorities of the residents and organizations as assessed in the five-county region. These priorities are further specified in the R2AC goals and objectives.

### **SUMMARY OF GRANT PROGRAMS**

**Grant Review Criteria:** The R2AC makes an effort to distribute funds equitably across geographic and cultural areas of the region. Artistic work and projects are expected to reflect high standards of artistic excellence. The R2AC board serves as the grant panel and observes a conflict of interest policy. The review criteria for grant applications are **Artistic Merit** of the project or artwork, **Need for the Project** with individual artists showing evidence of a serious commitment to their artistic career, and the **Ability of the Applicant to Accomplish the Project**.

#### **Arts and Cultural Heritage Funds:**

- **Arts and Cultural Heritage Grants** are eligible to schools, artists, 501(c) 3 arts and non-profit organizations, cultural heritage groups applying through a fiscal agent and local governments. This grant supports arts activities in Arts and Arts Access, Arts Education and Arts and Cultural Heritage to produce high quality arts activities, public art, school residencies, life-long arts education, and contemporary and traditional ethnic and cultural arts activities. R2AC provides grant awards up to \$6,000.
- **Artist Mentor Grants** are eligible to students in grades 8-12. This program provides the opportunity to study one-on-one with an artist mentor or to attend an arts workshop or camp for training in the arts discipline of the student's choice. The intent of this program is to expand the student's artistic creativity and skills, and support the employment of qualified artists in the region. Grant awards up to \$600.
- **Community Arts Support Grants** are eligible to non-profit 501(c) 3 arts organizations or to non-profit arts organizations applying through a fiscal agent. This is a two-year general operating grant that provides a measure of stability to established arts organizations. The Arts & Cultural Heritage Fund supplements the State-funded Community Arts Support Grant. Awards are based on the organization's two-year averaged expenses with grants from \$2,000 to \$6,000 per year.

#### **State General Allocation Funds:**

- **Arts Project Grants** are eligible to schools, local governments and to non-profit 501(c) 3 organizations or to non-profits applying through a fiscal agent. This program provides funds to produce arts projects or events, workshops, or to bring in touring groups for performances or exhibitions. This grant also provides assistance to arts organizations for planning and board development, or to improve or develop new programs. Grant awards up to \$2,500.
- **Community Arts Support Grants** are eligible to non-profit 501(c) 3 arts organizations or to non-profit arts organizations applying through a fiscal agent. This is a two-year general operating grant that provides a measure of stability to established arts organizations. Awards are based on the organization's two-year averaged expenses with grants from \$2,000 to \$6,000 per year.

#### **McKnight Foundation Funds:**

- **Anishinaabe Arts Initiative Grants** are eligible to Native American artists in the R2AC region and the surrounding three Indian reservations. This grant supports and promotes traditional and contemporary Native American arts through grants to individual artists, and is designed for artists at various career levels for expenses associated with a specific project, opportunity, workshop or mentorship. Grant awards up to \$1,000.

- **Individual Artist Grants** are eligible to individual artists. This grant provides financial assistance to artists who show a commitment to creative growth and career advancement. This program is designed for artists at various career levels for expenses associated with a specific project, opportunity, workshop or mentorship. Grant awards up to \$1,000.
- **R2AC/McKnight Career Development Fellowships** are eligible to established mid-career artists who show a commitment to their career. The 18-month fellowship provides the opportunity for a wide variety of career development experiences that will add depth and advancement to the artists' career. Two \$6,000 fellowships will be awarded per year.

## **R2AC PROGRAMS AND SERVICES**

funded by the Arts & Cultural Heritage Fund, State General Allocation and the McKnight Foundation

### **Workshops and Technical Assistance**

R2AC's **Professional Development program** provides high-quality workshops and training for artists, arts organizations and the public. Training sessions in FY14-15 will prepare regional artists for the business aspects of being an artist, for residency and mentorship opportunities and creative excellence. Marketing and audience development workshops will benefit organizations and individuals.

R2AC's "**No Risk**" **Workshop program** provides beginning, intermediate, and advanced arts workshops conducted by regional, state and out of state artists. Workshops are awarded on an on-going basis to the sponsoring group or artist. This program has resulted in a wide variety of high quality arts workshops in the region. R2AC will continue to offer planning, implementation, and funding assistance for adult learning through this program. In the past this program has funded workshops in writing, photography, painting, poetry, woodworking, rosemaling, jewelry, and other arts disciplines.

R2AC conducts **Grant Writing Workshops** throughout the region including the three Indian Reservations. We also provide one-on-one grant assistance in person, by phone or via email.

The Region 2 Arts Council will continue to **co-sponsor workshop presentations** offered by representatives of other arts organizations or foundations.

### **R2AC Promotion and Services**

R2AC will continue to publish a monthly electronic newsletter the "**Northern Arts News,**" providing updates of R2AC events, workshops, calendar of events, opportunities for artists, R2AC grant deadlines and awards, plus noteworthy accomplishments of artists.

The **R2AC website** provides quick access to our grants and services, the e-newsletter, arts links to regional artists and arts organizations, upcoming workshops, recent posts and regional, state and national resource information.

R2AC actively promotes its programs and services through electronic and traditional media. The **R2AC Facebook** is utilized to increase social media interaction with a wider audience, creating broader awareness of R2AC grants, workshops and services in the region.

R2AC will maintain **databases of regional artists and arts organization** for specific requests. We also maintain a media list that is provided to grant recipients.

R2AC will maintain an **Information Resource Library** of publications and books for artists and arts organizations.

## R2AC FY14-15 GOALS AND OBJECTIVES

- Goal #1:** To make financial resources available for arts opportunities and programming in our region.
- Objectives:**
- (a) Continue R2AC's existing grants programs: Region 2 Arts Project Grants; R2AC/McKnight Career Development Fellowships; R2AC Individual Artist Grants; Anishinaabe Arts Initiative Grants; Community Arts Support Grants; Arts and Cultural Heritage Grants; and Artist Mentor Grants.
  - (b) Address arts marketing promotion and publicity through existing grant programs.
  - (c) Continue to offer staff assistance during the grant application process through individual assistance to applicants and through grant writing workshops.
  - (d) When appropriate, seek new possible sources of funding for R2AC programs and/or arts groups in our region provided it does not put R2AC in competition with the arts organizations it serves.
- Goal #2:** To increase support to underserved communities and populations in the R2AC service area.
- Objectives:**
- (a) To heighten awareness of R2AC offerings.
  - (b) To educate communities on the value of the arts in today's society.
  - (c) To work toward equitable distribution of the funds for underserved counties.
- Goal #3:** To act as an information source for regional artists and arts organizations and to encourage publicity, promotion and marketing for arts in our region.
- Objectives:**
- (a) Gather information pertaining to regional artists and arts organizations; maintain a database.
  - (b) Co-sponsor arts-related presentations in our region by representatives from other agencies, foundations, and/or organizations.
  - (c) Per R2AC board direction; require grant recipients to issue news releases publicizing their events in media throughout the region.
  - (d) Publish an R2AC electronic newsletter.
  - (e) Maintain the R2AC web site, updating it as needed.
  - (f) Provide informational emails to artists and organizations on an as-needed basis.
  - (g) Explore/research methods of collecting and disseminating regional arts-related information.
  - (h) Facilitate opportunities for collaboration among artists and art organizations.
  - (i) Engage the public, artists and arts organizations through social media interaction.
- Goal #4:** To promote and support arts experiences in our region's schools by continuing to make resources available through R2AC programs.
- (a) Maintain a list of regional artists willing to do residencies.
- Goal #5:** To improve our service to individual artists and arts organizations.
- Objectives:**
- (a) Continue the R2AC "no risk" workshop partnership initiative.
  - (b) Expand arts-related resources, including links on the R2AC website.
  - (c) Maintain an artist contact database.
  - (d) Provide access to professional development.
  - (e) Foster R2AC board and staff relationships with constituents through:
    - Face to face communication
    - Attendance at arts events
    - Interaction with community leaders

**Goal #6: To assess the needs of the people and organizations we serve in an ongoing manner.**

- Objectives:**
- (a) Assess the needs and concerns of individuals and artists through focus groups, listening sessions, surveys, workshop evaluations, one-on-one discussions and through needs assessment questions in grant applications.
  - (b) Assess the needs and concerns of regional 501(c)3 arts organizations and organizations that serve the arts through surveys and/or meetings.

**Goal #7: To provide responsible administration and accountability for Council activities.**

- Objectives:**
- (a) Provide office space and equipment for R2AC to conduct business.
  - (b) Hold board meetings as necessary.
  - (c) Conduct a board planning session every two years completing the Biennial plan according to schedule.
  - (d) Maintain a budget and accounting system and file required reports: Monthly Treasurer's Report, Quarterly Financial Reports, Federal and State forms, Annual Report and Audit, and Final Reports to grantors.
  - (e) Retain professional staff and provide development opportunities.
  - (f) Maintain a Personnel Policy Manual that includes:
    - (1) Job descriptions.
    - (2) Performance evaluation criteria and process.
  - (g) Maintain the grant database and evaluation system.
  - (h) Comply with Fiscal Agent Agreement requirements with Minnesota State Arts Board.
  - (i) Evaluate and review programs, services, and organizational documents.

**Goal #8: To maintain awareness of the following on-going concerns:**

- Objectives:**
- (a) Need, and/or creative use, of existing venues for performance, studio and exhibition spaces in the region.
  - (b) Encouragement of new arts groups and the growth of relatively small arts groups.
  - (c) The need for evening and weekend hours for events and exhibits.
  - (d) Accessibility to arts facilities and events by persons with disabilities.
  - (e) Explore alternative R2AC office space that is handicap accessible.

**R2AC FY14-15  
ARTS & CULTURAL HERITAGE FUND  
Goals and Outcomes Evaluation**

The Region 2 Arts Council has accepted the long-term Vision, Guiding Principles, Goals and Key Strategies developed in partnership by the Minnesota Regional Arts Councils and the Minnesota State Arts Board, and is committed to work together to accomplish this vision over the next 25 years.

Region 2 Arts Council will act as a responsible steward of public funds through accountability of the arts delivery system by: a long-range strategic plan for the best use of Arts & Cultural Heritage funding based on public involvement; implementing policies and methods to increase the level of accountability for all programs and services; and working toward equitable distribution of Arts & Cultural Heritage funds.

The Region 2 Arts Council has outlined the following outcomes-based work plan to guide our progress as we work to increase access to high-quality arts activities, support life-long learning and appreciation of the arts, and represent a diversity of ethnic and cultural arts traditions.

**Goal #1: Increase Access to the Arts** by supporting Minnesota artists and arts organizations in creating, producing, and presenting high-quality arts activities; to overcome barriers to accessing high-quality arts activities; and to instill the arts in the community and public life in this state.

**Goal #1 Outcomes:**

1a. R2AC's free or low cost professional development workshops will positively impact artists and arts organizations in the creation, production and presentation of high quality arts activities.

1b. Through increased attendance at arts events, improved evaluation tools, and continued training in grant and program evaluation, Region 2 Arts Council Board members' skill and expertise in recognizing and evaluating high quality arts activities will increase.

1c. R2AC underserved communities' awareness of the value of the arts will increase and will be measured by an increase in the number of Arts and Cultural Heritage (ACH) grant applications from underserved communities.

**Actions to achieve Outcomes:**

1a.: Select professional development workshops that will assist artists and arts organizations in the creation, production and presentation of high quality arts activities.

1b.: Financially support board member attendance at arts performances and events.

1c.: Devise an evaluation form for board members that reflect R2AC standards for high quality arts activities.

1d.: Run mock grant review panels for all new board members and provide evaluation assistance and guidance during grant panels.

1e.: Identify, approach and support artists, non-profits, and arts organizations in underserved communities in grant writing and arts project development.

**Goal #1 Outputs:**

- R2AC will cover the ticket price and travel expenses for each board member to attend an arts event or performance outside their county each year.
- R2AC will provide publicity/public awareness services for a minimum of ten (10) ACH grant recipients, through e-newsletter, web site posts, Facebook, and Constant Contact e-blasts.
- Each R2AC Board member will annually identify one (1) new artist, non-profit and/or arts organization interested in writing an ACH grant in his/her county.
- R2AC staff will provide grant writing support with potential Arts and Cultural Heritage grant applicants to build relationships with artists, non-profits, and arts organizations from at least three (3) or more of the following communities per year: Mahnomen, Wabun, Naytauwaush, Akeley, Kelliher, Red Lake, Williams, Clearbrook, Gonvick, Blackduck.

**Goal #2: Increase Arts Education** by supporting life-long learning and appreciation of the arts, including, but not exclusive, to K-12 activities.

**Goal #2 Outcomes:**

2a.: Mentoring and teaching skills for regional artists will increase through R2AC professional development workshops focused on arts education for K-12 and life-long learning opportunities.

2b.: Educators' grant writing skills will improve through targeted R2AC grant writing workshops for teachers, school administrators, and community educators.

2c.: No-Risk workshops applications from counties outside of Beltrami county will increase.

**Goal #2 Action Plans:**

- 2a.: Seek and offer professional development workshops for artists to improve their teaching and mentoring skills.
- 2b.: Approach teachers, school administrators, and community educators to set up targeted grant writing workshops.
- 2c.: Improve grant writing support materials (i.e. info on offering artist residencies in schools), for teachers and educators.
- 2d.: Create an R2AC "Roster Artist" list for school residencies and mentoring opportunities.
- 2e.: Improve No-Risk workshop promotions in all counties.

**Goal #2 Outputs:**

- R2AC will track an increase in Arts and Cultural Heritage arts education applications compared to the prior biennium.
- R2AC will offer one (1) targeted grant writing workshop per year with teachers, school administrators, and community educators in each of the R2AC five counties.
- The No Risk Workshop program will have an increase in requests from counties outside of Beltrami county, compared to the prior biennium.

**Goal #3: Increase Arts and Cultural Heritage Activities** by supporting events and activities that represent the diverse ethnic and cultural arts traditions, including folk and traditional artists and art organizations, represented in this state.

**Goal #3 Outcomes:**

- 3a.: Increase constituent awareness of diverse cultural touring groups available for touring in the state of MN so non-profits and arts organizations can draw on these resources for ACH project activity in our region.
- 3b.: R2AC's encouragement of non-Native organizations and schools to apply for ACH grants with Native American arts programming will result in more Native American arts programming in our region.

**Goal #3 Action Plans:**

- 3a.: R2AC will develop and maintain a resource contact list of touring groups and Native American programs to be made available to regional schools and organizations.

**Goal #4:** Arts and Cultural Heritage funds are accountable and transparent to R2AC legislators and constituents.

**Goal #4 Outcomes:**

- 4a.: Legislators and R2AC constituents will have access to the R2AC audit and biennial plan on the R2AC website, and access to the Legislative Coordinating Commission (LCC) website.
- 4b.: Constituents and key regional stakeholders will be asked to review the audit and biennial plan and provide feedback to R2AC.

**Goal #4 Action Plans:**

- 4a.: R2AC will provide publicity and website links to the legislators and R2AC constituents when the audit and biennial plan are posted to our website, as well as the link to the LCC website.
- 4b.: Constituents and key regional stakeholders will be asked if the R2AC audit and biennial plan outlining our programs are enough information to assess if the public funds managed by R2AC are accountable and transparent.



## DEMOGRAPHICS OF REGION 2

According to the 2010 census, Region 2 holds .0156% of the state's population. (Figures are based on the State Demographers Office reports.)

<b>County</b>	<b>2010 Census</b>	<b>2012 Estimate</b>
Beltrami	44,442	45,375
Clearwater	8,695	8,703
Hubbard	20,428	20,347
Lake of the Woods	4,045	3,973
Mahnomen	5,413	5,536
<b>Totals</b>	<b>83,023</b>	<b>83,934</b>

The five-county area served by R2AC remains among the poorest in the state in terms of median household income levels. Although income has increased somewhat over the past decade, it still falls far below statewide figures.

<b>County</b>	<b>2007-2010 Census Data</b>	<b>2011 Estimate</b>
Beltrami	\$43,989	\$40,657
Clearwater	\$39,143	\$36,697
Hubbard	\$45,733	\$41,196
Lake of the Woods	\$43,523	\$39,777
Mahnomen	\$39,385	\$37,593

Average median income in Minnesota \$56,944

**Average median income in Region 2: \$39,184**

The ethnic diversity of Region 2 is reflected in the following percentage of population figures from estimated 2011 U.S. Census Bureau demographics:

<b>County</b>	<b>All</b>	<b>White</b>	<b>Black</b>	<b>Native</b>		
				<b>American</b>	<b>Asian</b>	<b>Hispanic</b>
Beltrami	45,375	75.4%	0.7%	19.9%	0.8%	1.8%
Clearwater	8,703	87.3%	0.5%	9.0%	0.3%	1.5%
Hubbard	18,644	94.6%	0.3%	2.9%	0.3%	1.7%
Lake of the Woods	3,973	96.0%	0.4%	0.7%	0.8%	1.2%
Mahnomen	5,536	50.6%	0.4%	40.0%	0.2%	2.4%
<b>Region 2 Population</b>	<b>82,231</b>	<b>80.78%</b>	<b>0.46%</b>	<b>14.50%</b>	<b>0.48%</b>	<b>1.72%</b>









**Attachments to R2AC  
Biennial Plan for FY14-15**

## Attachment A.

# BYLAWS OF THE REGION 2 ARTS COUNCIL

### ARTICLE I – NAME AND PURPOSE

**Section 1.01.** *Name:* The name of the organization shall be Region 2 Arts Council. It shall be a nonprofit organization incorporated under the laws of the State of Minnesota.

**Section 1.02.** *Purpose:* Region 2 Arts Council (R2AC) is organized exclusively for charitable and educational purposes in compliance with section 501 (c) (3) of the Internal Revenue Code, more specifically to encourage arts development in Region 2 by increasing information about and enhancing accessibility to the arts: to provide a line of communications between local, county, state and national arts organizations; and to inform appropriate existing voluntary, governmental and private agencies of needs for programs, facilities and/or resources within their area of authority and responsibility and to cooperate with these agencies in fulfilling such needs.

**Section 1.03.** *Area Served:* Region 2 consists of Beltrami, Clearwater, Hubbard, Lake of the Woods and Mahnomen counties.

### ARTICLE II – MEMBERSHIP

**Section 2.01.** *Membership:* R2AC is not a membership organization; the only members shall be the Board of Directors. The property, business, and affairs of R2AC shall be managed by or under the direction of the Board of Directors of R2AC.

### ARTICLE III – GENERAL

**Section 3.01.** *Work of R2AC:* The Region 2 Arts Council shall distribute grants to fund arts programs in Region 2 and in addition to other activities, shall carry out assessments and develop programs and services to meet the artistic needs of the region.

**Section 3.02.** *Biennial Plan:* Every two years, each odd-numbered year, Board members shall attend a planning session to develop a Biennial Plan. R2AC shall follow the schedule, standards, and plan format for the Biennial Plan required by the state legislature in order to receive its allocation of block grant funds. This Biennial Plan shall be submitted to the Minnesota State Arts Board (MSAB) and the Legislative Library in accordance with the RAC/MSAB Fiscal Agent Agreement and shall follow the guidelines presented in the Regional Arts Council Forum Policy Manual. R2AC shall submit amended spending and work plans for the second year of the biennium to the MSAB as stipulated in the RAC/MSAB Fiscal Agent Agreement.

**Section 3.03.** *Fiscal Year:* The fiscal year of the Council shall coincide with that of the Minnesota State Arts Board; at this time being July 1 through June 30.

### ARTICLE IV – BOARD OF DIRECTORS

**Section 4.01.** *General Powers:* The Board of Directors shall be vested with the general management, conduct, and control of the business and affairs of R2AC, and shall exercise all the powers and do all things that may be exercised and done by R2AC under the Statutes of Minnesota, the Articles of Incorporation, and the Bylaws.

**Section 4.02. *Power to Hire and Discharge:*** The Board of Directors shall have the power to hire and discharge R2AC staff as is decided necessary to the functioning of the Corporation. The guidelines specified in the R2AC Personnel Policy Manual shall be followed.

**Section 4.03. *Housing and Properties Procurement:*** The Board of Directors is authorized to do any and all acts necessary to acquire housing for the activities of the Corporation including leasing, building or buying such accommodations as they may deem suitable and in keeping with the financial standing of the Corporation, with the full power to select the location and carry on all business necessary to effect the same, including executing contracts, options, mortgages, leases with respect thereto; subject, however, to the following limitation: In the event of purchase or construction of a building, there shall be on hand at least 100% of the total amount before any binding commitments are made.

**Section 4.04. *Number and Qualifications:*** The Region 2 Arts Council Board of Directors shall consist of two members selected by the board from the residents of each county. Board membership shall be composed of citizens who have demonstrated interest, have expertise or experience in or with the arts.

**Section 4.05. *Nominations:*** Current R2AC policy pertaining to the nominating process shall be adhered to. An open nomination process shall be used and shall involve publication of the membership vacancies in regional news media to inform the public.

**Section 4.06. *Election and Terms of Service:*** Board member elections shall be held at each Annual Meeting. The term of office for R2AC Board members shall be two years with approximately one-half of the member's terms expiring at each annual meeting. No member shall serve more than two consecutive terms, but more than two terms may be served with a lapse of one term between such services.

**Section 4.07. *Vacancy:*** A vacancy in Board membership shall be filled by the Board for the expired portion of the term as soon as possible. The time served to fill a vacancy shall not apply toward that member's term of future service.

**Section 4.08. *Voting Authority:*** Each Board member shall have a single vote on any issue. A designated delegate may vote when taking the place of a regular member.

**Section 4.09. *Designated Delegates:*** Delegates shall consist of former Board members. It shall be the responsibility of the member to contact their delegate for any meeting that the regular member cannot attend. The designated delegate may convey the views of the regular member to the Board for their consideration and has authority to vote on all agenda items.

**Section 4.10. *Ad Hoc Panel Member:*** Ad hoc panel members are former Board members, Anishinaabe Arts Initiative council members or community members with Minnesota State Arts Board panel experience that are appointed to a particular grant round for one session. Ad hoc panel members participate in the grant round meeting for those applications which they served as a reviewer. They do not participate in the discussion and scoring of any grant application for which they were not a reviewer. Ad hoc reviewers are recruited when the number of grant applications received is greater than what the member panel can efficiently handle or when particular expertise is needed for application review.

**Section 4.11. *Removal and Resignation:*** Failure of a Board member to attend three scheduled meetings in the course of a one year period shall constitute reason for removal from the Board. The presence of a delegate at the scheduled meetings does not fulfill compliance to this requirement. A written resignation to the Chairperson of the Board or Board action as a result of failure to attend shall terminate a member's service.

## **ARTICLE V – OFFICERS AND STAFF**

**Section 5.01. *Number and Qualifications:*** The officers of R2AC shall be the Chairperson, Vice-Chairperson, Secretary, Treasurer, and Executive Director. Except for the Executive Director, all officers shall be members of the Board.

**Section 5.02. Election and Term of Office:** Election of officers shall be held annually in accordance with R2AC policy, with terms to commence during the first month of the fiscal year. A Chairperson, Vice-Chairperson, Treasurer, and Secretary shall be elected for one year terms. A vacancy in office during a term shall be filled as soon as possible by the Board for the expired portion of the term.

**Section 5.03. Duties of Officers and Staff**

*a. The Chair* shall preside at all meetings and shall be charged with handling such meetings in as efficient and effective a manner as is in the best interests of the Board and its purposes. The Chairperson shall use Robert's Rules of Order as a guideline for properly conducting meetings. The Chairperson shall perform all other such duties as are incident to the office of Chairperson or are properly required by the Board of Directors.

*b. The Vice-Chair* shall assist the Chair in such matters as the Chair and/or the Board may request and shall perform the duties of the Chair in the absence or in the case of the temporary disability of the Chair.

*c. The Treasurer* shall make a report at each Board meeting, shall ensure the keeping of records of expenses and receipts of operating funds and of special projects, shall review the yearly audit and report results to the Board. In the absence or disability of the Executive Director, the Treasurer shall perform the financial operations required to carry on the mission of R2AC as directed by the Board. With the approval of the Board, the Treasurer may delegate duties of their office to the Executive Director.

*d. The Secretary* shall be responsible for keeping records of Board actions, including overseeing the taking of minutes at all Board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to all Board members, and assuring that corporate records are maintained. With the approval of the Board, the Secretary may delegate duties of their office to the Executive Director.

*e. The Executive Director* shall be the chief staff person for R2AC and shall serve as its Chief Executive Officer. The Executive Director shall attend all meetings of the Board of Directors, but shall not be a voting member. The Executive Director shall be charged with the general management and supervision of the business and financial affairs, and offices of R2AC.

The Executive Director shall also be responsible for hiring, discharging, and supervising any and all employees, but the Board of Directors shall determine all compensation for said employees and approve the establishment of any staff positions not previously approved by the Board. The Board shall select and may remove the Executive Director, shall establish the compensation for the Executive Director, and shall determine all other terms of office and working conditions for the Executive Director.

The Executive Director shall prepare an annual budget for adoption by the Board of Directors, be responsible for the general direction of the budget, and is authorized to commit R2AC to indebtedness for expenses related directly to the budget as approved by the Board of Directors.

## ARTICLE VI - COMMITTEES

**Section 6.01. Executive Committee:** The Executive Committee shall be comprised of the elected officers of R2AC and shall have full power of management of the business of the Corporation during the interval between meetings of the Board. The Executive Committee shall be empowered to authorize expenditures of amounts up to \$500 by a unanimous vote. Executive Committee votes may be polled by telephone or electronic communication.

**Section 6.02. Nominating Committee:** The Nominating Committee shall be established by the Board Chair according to R2AC policies and shall consist of two members of the Board of Directors. The members shall serve one year terms. The Nominating Committee shall have the duty of presenting recommended candidates for R2AC Officers and any Board vacancies in the spring before the end of the fiscal year.



**Section 6.03.** *Financial Committee:* The Financial Committee shall consist of the Treasurer, the Board Chair and the Executive Director. The Financial Committee shall be responsible for reviewing fiscal procedures, fundraising plans, audits and the annual budget.

**Section 6.04.** *Other Committees:* The Board of Directors may create other committees as necessary to carry on the program and policies of R2AC. Members of standing committees shall be appointed by the Chairperson of the Council in consultation with the members.

## ARTICLE VII – MEETINGS

**Section 7.01.** *Notice of meetings:* Notice shall be given in the spirit of the Minnesota Open Meeting Law. Notice of a meeting shall be delivered by electronic communication to Board members, unless a member does not have that capability, in which case the notice shall be mailed to that member, addressed to his or her residence or usual place of business at least ten days before the day on which the meeting is to be held. However, notice need not be given if the date, time and place of the meeting were announced at a previous Board meeting. The notice shall state the time, place and manner of the meeting, but need not state the purposes thereof. To the extent practicable, notices of meetings shall be posted on the R2AC website if such a website is maintained.

**Section 7.02.** *Minutes:* Complete and accurate minutes of each meeting shall be maintained. Copies shall be provided in connection with notification of subsequent meetings to each member.

**Section 7.03.** *Special meetings:* Special meetings of the Board may be called by the Executive Committee to be held at a time and place as the Board may determine. One meeting each year shall be designated as the Annual Meeting.

**Section 7.04.** *Quorum:* Except as otherwise provided by statute or by these bylaws, a majority of the Board members currently holding office shall be required to constitute a quorum for the transaction of business at any meeting, The act of a majority of the members present at any duly held meeting at which a quorum is present shall be the act of the Board.

In the absence of a quorum, a majority of the members present may adjourn a meeting until a quorum is present. Notice of any adjourned meeting need not be given, other than by announcement at the meeting at which adjournment is taken.

If a quorum is present when a duly called or held meeting is convened, the members present may continue to transact business until adjournment, even though the withdrawal of members originally present leaves less than the number otherwise required for a quorum; provided, however, that the affirmative vote of a majority of the required quorum is required to take any action other than adjournment.

**Section 7.05.** *Conflicts of Interest.* Except as permitted by law, with respect to any contract or other transaction between R2AC and any member (or an organization in which a member is a director, member, officer or legal representative or has a material financial interest): (a) the material facts as to such contract or transaction and as to the person's interest must be fully disclosed or known to the Board prior to approval of such contract or transaction; (b) such approval shall require the affirmative vote of a majority of the members, not counting any vote that the interested member otherwise might have; and (c) an interested member shall not be counted in determining the presence of a quorum for that item of business. The Board shall have a conflict of interest policy that further defines this issue, and each member shall each year execute a conflict of interest statement.

**Section 7.06.** *Action without meeting:* An action required or permitted to be taken at a meeting of the members may be taken without a meeting by written action signed, or consented to by authenticated electronic communication, by all of the members entitled to vote on that action. The written action shall be effective when it has been signed, or consented to by authenticated electronic communication, by a majority of those members, unless a different effective time is provided in the written action.

## **ARTICLE VIII – FISCAL RESPONSIBILITY**

**Section 8.01.** *Audit Review:* R2AC staff shall annually have prepared an audit by a public accounting firm. The Financial Committee shall review the audit and monitor the work of the outside auditor. The results of any audit shall be reported to the Board as soon as practicable.

**Section 8.02.** *Budgets:* The Board must approve the budget and all expenditures must be within budget. Changes or variances in the budget must be approved by the Board or the Executive Committee.

**Section 8.03.** *Reports:* Annual reports are required to be submitted to the Board showing income, expenditures, and pending income. The financial records of the organization are public information and shall be made available to the membership, Board members, and the public.

## **ARTICLE IX – INDEMNIFICATION AND REIMBURSEMENT**

**Section 9.01.** *Indemnification:* Board members shall perform their duties in accordance with the standards set within Minnesota Statutes, Chapter 317 A, Section 251. R2AC shall indemnify and hold harmless members who meet that obligation, and R2AC may procure insurance for that and other related purposes.

**Section 9.02.** *Reimbursement:* R2AC may reimburse Board member, designated delegate, or employees for such reasonable expenses incurred in the performance of their duties to the extent permitted by applicable law and as determined by R2AC policy.

## **ARTICLE X - AMENDMENTS**

**Section 10.01.** *Amendments:* These bylaws may be amended at any regular or special meeting by the affirmative vote of two-thirds of the members present and voting, providing that the written notice for the meeting stated an amendment would be offered to the bylaws and that the notice contained the proposed bylaw change and that a quorum is present for the vote.

## **ARTICLE XI – RATIFICATION**

**Section 11.01.** *Ratification:* These bylaws shall be ratified by the Region 2 Arts Council after being accepted by two-thirds of the Board members present and voting.

## **Attachment B.**

### **Requirements for R2AC Board Members**

The Nominating Committee will use the following established guidelines during their review process:

- R2AC members should represent diverse interests and expertise in the arts. Representation should include people interested in theater, visual arts, literary arts, music, film, dance, or multi-media.
- R2AC may also seek members with expertise in arts administration, art education, law, and accounting.
- R2AC will aim for balance in the number of men and women on the Board.
- R2AC shall not discriminate on the basis of sex, race, age, physical disabilities, or religious beliefs.

The Nominating Committee will be available to discuss the responsibilities of Board membership with potential applicants.

## **Attachment C.**

### **EXECUTIVE DIRECTOR Position Description**

#### **ATTRIBUTES AND QUALIFICATIONS**

- B.A. degree or equivalent.
- Demonstrates leadership and vision in the arts.
- Demonstrated interest in the arts.
- Comfortable working in both the world of ideas and facts.
- Self-motivated, works well independently, ability to prioritize workloads.
- Superior organizational skills.
- Prudent financial manager; skilled with budgeting and accounting procedures.
- Superior communication skills; including writing, listening, and speaking.
- Capable of maintaining impartiality, confidentiality, and discretion.
- Skilled in all areas of program management.
- Excellent rapport with people of diverse backgrounds/value systems.
- Sensitive to political, social, geographical, and economic issues of North Central Minnesota.
- Overall attitude of providing service and growth opportunities to artists and arts organizations in the region.
- Knowledge of the purpose and procedures of granting processes.
- Ability to supervise staff and contracted consultants.
- Familiar and comfortable with Board/staff working relationships.
- Ability to discern needs in the region and then conceptualize, develop and implement programs to meet those needs.
- Skilled with use of office computers and software (MacOS).
- Ability and willingness to travel within Region 2 and the state, occasionally overnight.  
(A valid drivers' license and access to a vehicle is mandatory.)
- Familiar with general office procedures.

#### **RESPONSIBILITIES**

##### **Planning/Budgeting**

- Conduct a needs assessment every four years, and develop new/revise old programs based on needs.
- Plan a day-long R2AC Board planning retreat every two years.
- Every two years evaluate the current Biennial Plan, and using needs assessment information and input from the R2AC Board retreat, prepare a new Biennial Plan.
- Enact the goals and objectives of the Region 2 Arts Council as directed in the R2AC Biennial Plan.
- Prepare draft of annual work plan and budget.
- Administer and comply with all policies of R2AC.

##### **Board Related**

- Prepare and distribute R2AC Board agendas and attend all Board meetings.
- Inform R2AC Board of issues of significance or interest.
- Update the R2AC Orientation Manual as needed.
- Work with Board to ensure Board membership is full at all times.

##### **Technical Assistance**

- Develop and conduct arts workshops in the region as needed. Co-sponsor arts-related presentations as opportunities arise.
- Provide technical assistance to regional artists or arts organizations as requested.

**Outreach/Publicity**

- Represent R2AC at events as necessary.
- Serve as liaison between Region 2 and groups whose programs or services affect the R2AC.
- Issue news releases and direct mailings as necessary to keep regional artists and organizations informed of opportunities.

**Reporting**

- Make timely submission of payroll taxes and other state and federal reports and forms.

**Computer**

- Update office computers and associated software.
- Ensure that R2AC web site is updated

**Funding**

- Develop and submit proposals to the McKnight Foundation as required.
- Implement and evaluate all funded programs.
- Prepare and submit all required reports to the McKnight Foundation.
- Prepare and submit reports to Minnesota State Arts Board as directed by the annual MSAB Fiscal Agent Agreement.
- Seek out new sources of funding as directed by Board.

**Administration**

- Supervise R2AC staff.
- Contract work out to other organizations or individuals as directed by Board; find qualified people; write the contracts and monitor work.
- Responsible for R2AC financial reporting.
- Retain auditor for annual audit of R2AC.
- Maintain equipment needs of office.
- Seek out opportunities for continued professional development.
- Participate as an active member in the statewide Forum of Regional Arts Councils (FRACM) and be familiar with the FRACM Policy Manual.
- Assist as requested with lobbying efforts on behalf of the Minnesota arts community.

**GRANTING PROGRAMS****Administer the R2AC Grants Programs**

- Revise, prepare and distribute R2AC grant guidelines, applications, and other necessary forms and documents.
- Issue news releases and fliers pertaining to grant reviews.
- Provide assistance to potential grant applicants.
- Review grant applications for eligibility and accuracy.
- Staff grant reviews with Program Coordinator.
- If necessary, follow-up with grant applicants regarding board discussions and/or decisions.
- Work with the Anishinaabe Arts Initiative (AAI) to award grants.
- Recruit advisory board members for AAI.
- Set grant review meeting date, prepare agenda and budgets, attend grants rounds; provide guidance to AAI Advisory Board in terms of compliance and consistency with grant review process.

**DIRECT PROGRAMS**

- Oversee the e-newsletter "The Northern Arts News" for content and editor's performance.
- Professional Development and "No-Risk" Workshop development, promotion and execution.
- Work with individuals/organizations to encourage the presentation of workshops within the region.

## **PROGRAM COORDINATOR**

### **Position Description**

#### **POSITION PURPOSE**

The Program Coordinator will implement, evaluate, and manage the Region 2 Arts Council's grant and training programs, promote the Region 2 Arts Council grant programs services and outcomes through media, meetings and events and work with the *Northern Arts News* newsletter editor to oversee publication.

#### **POSITION QUALIFICATIONS**

Minimum Bachelor's degree and experience managing programs in an arts or non-profit organization. Experience in the arts is highly desirable.

- Self-motivated, works well independently, and is able to prioritize workload with little supervision.
- Ability to work effectively and collaboratively with staff.
- Ability to work effectively and respectfully with a variety of individual artists, groups, and arts organizations.
- Excellent organizational skills and the ability to meet deadlines. Attention to detail required.
- Ability to analyze written materials in relationship to guideline restrictions and criteria to make appropriate conclusions.
- Excellent communication skills; including writing, listening and speaking.
- Capable of maintaining impartiality, confidentiality, and discretion.
- Sensitive to political, social, geographical, and economic issues of North Central Minnesota.
- Experience with word, database programs and Excel. Familiar with McIntosh.
- Work will involve occasional evening and weekend meetings or events.
- Regional and statewide travel is required with night travel on occasion.

#### **RESPONSIBILITIES**

- Manage the delivery of the following grant programs:
  - Arts and Cultural Heritage Grants
  - Community Arts Support Grants
  - Art Project Grants
  - Artist Mentor Grants
  - Individual Artist Grants
  - Anishinaabe Arts Initiative Grants
  - Career Development Fellowships
- Administer the grants process, including promoting all grants, answering applicant's questions, determining the eligibility of grants, preparing grants for panel review, notifying grant applicants of the status of their grants, keeping accurate records of all grant applications received and awarded for the Council and monitoring final reports.
- Provide information to the Executive Director and Board regarding grants or grantees as necessary.
- Develop forms and procedures for grants applications and other reports.
- Attend R2AC Board meetings as required.
- Work with the Minnesota State Arts Board, Compas, Springboard for the Arts and others on gathering a roster of artists for residencies and other arts education programs.
- Review policies, program services, and other activities related to the grant programs.
- Develop working relationships with arts organizations, schools, nonprofits and regional artists in multiple disciplines and diverse cultures.
- Have an overall attitude of providing service and growth opportunities to artists and arts organizations in the region; encouraging artists, schools and nonprofits to apply for grants.
- Provide technical assistance to applicants through grant writing workshops and one-on-one assistance.

- Recruit and select panel members for the Artist Mentor grant program; train and communicate with selected panel members; schedule and facilitate the panel review meetings.
- Oversee all necessary correspondence, confirmation, accommodations, etc., necessary to carry out the Artist Mentor panel review meetings.

#### **ARTIST TRAINING PROGRAM & PROFESSIONAL DEVELOPMENT**

- Plan, organize, recruit speakers or organizations and promote the professional development workshops, and "No-Risk" workshop program.
- Maintain a spreadsheet for all training programs and workshops.
- Attend and oversee implementation of the workshops and conferences.
- Establish and maintain a list of artists interested in mentoring.
- Distribute opportunity notifications to regional artists and arts organizations.

#### **MEDIA PROMOTION AND EVENTS PLANNING**

- Promote the Arts and Cultural Heritage Legacy funding and grant outcomes to the counties in Region 2 and the State.
- Meet with city and county government, non-profits, schools, artists, etc. to promote awareness of the funding and available grants.
- Organize and implement Legacy media events.
- Work in partnership with Lakeland Public TV and other media in the region.
- Write and distribute workshop and event press releases, manage facebook page, create Constant Contact emails and contact lists and maintain information on R2AC website.

#### ***NORTHERN ARTS NEWS E-NEWSLETTER***

Responsible for publication of e-newsletter and to gather content for each issue.

Additional duties or reassignment of responsibilities will be determined based on R2AC workload, staff availability and funding.

## EXECUTIVE ASSISTANT

### Position Description

#### A. General Responsibilities

- Prepare all written correspondence, publicity, and reports. Includes editing, typing, copying and mailing. Responsible for the accuracy and professional appearance of all documents.
- Assist with workshops offered through R2AC: Tracking board email votes, publicity (includes sending PSA to media), and registration (including payments), as well as sending contract, letters, emails, evaluation form, payment and final report to workshop coordinator.
- Evaluate hardware and software computer needs and perform back-ups of data.
- Develop and maintain office filing systems and what needs to be done to organize.
- Handle routine office correspondence as needed; open, sort, and date-stamp all incoming mail.
- Maintain inventory of R2AC office supplies and make purchases annually or when necessary.
- Oversea printing of postcards and brochures and prepare and process bulk mailings.
- Keep the following mailing lists up to date using email address book, Filemaker Pro contact database and Constant Contact: General Interest, e-Newsletter subscribers, Area Arts Organizations, Local Artists (by discipline and/or county), Native Artists, Area Non-profits, Local Businesses, State and National Legislators, Vendors, RAC Forum Directors, R2AC Council Roster with alternates, AAI Council Members.
- Organize the accounts payable files each month and provide checklist for Board Treasurer to review and initial.
- Manage Email Accounts and forward to staff on daily basis; update spam filter; maintain email address book.
- Oversee website maintenance/updates.
- Set-up venues for events such as Arts Advocacy, Training, Board Retreat, or Biennial Planning Meeting.

#### B. End of Fiscal Year

- Prepare and send Annual Report to Minnesota State Arts Board using grants database.
- Prepare annual grants summary and provide data for Final reports to MSAB and the McKnight Foundation
- Prepare new monthly accounts payable folders each Fiscal Year.
- Prepare and update Orientation Manuals for Board Members as needed.
- Update R2AC brochure as needed.
- Total postage, copies, and hours worked logs on special projects as requested.
- Gather information that the auditor needs for annual audit report.



- Thin grant files annually.

### **C. Council Meetings**

- Responsible for typing and sending the memo, agenda, treasurer's report, minutes and any other pertinent information to the Board prior to upcoming Board meeting.
- Responsible for set up and clean up for Board meetings (trash, recycling, coffee pot cleanup, etc.)
- Responsible for typing minutes from the Agenda and Motions and to collaborate with the Executive Director to complete the minutes before sending it to the board secretary for revision and/or signing.

### **D. Granting Programs**

- Revise grant database as needed and create customized reports.
- Prepare and send quarterly report to Minnesota State Arts Board for Legacy funded grants for use on the Legislative Coordinating Commission website.
- Enter application and final report data for Arts & Cultural Heritage Grants, Arts Project Grants, Individual Artist Grants, Anishinaabe Arts Initiative Grants, Artist Mentor Grants, Community Arts Support Grants and Career Development Fellowships into Filemaker Pro grants database.
- Collect Needs Assessments from each grant application, tally the responses, and compile a biennial report.
- Prepare and send Annual Report to MSAB on all of our grant programs and help Executive Director compile data for her Annual Report to the McKnight Foundation.

#### Before the Grants Round:

- Two months prior to grants deadline send out a press release to regional media announcing upcoming grants round; bulk mail flyer to mailing list(s).
- Send out Grant Applications and Program Information upon request, keep current copies on hallway table and rack, and make copies as needed for Grant Writing Workshops.
- Prepare folders; process each incoming grant application with office code number, file folder and blue sheet. Blue Sheets (with grant status information) must be prepared for each applicant and kept current.
- Enter all grant application information onto Grant database, including Legacy reporting and RAC data.
- Prepare Grants Round Rating Slips, Motions and Ranking Sheet for the Board to use during grants rounds and board meetings.
- Copy and send Grant Applications with Home Work Sheets to Board and AAI Council before a grants round.
- Organize and separate all supporting materials submitted for each grant application so that information is easily accessible to the Executive Director and Program Coordinator at the grants round. Includes setting up slide carousels, TV/VCR, Laptop with projector, DVD/CD's to accommodate all varieties of work samples.

#### After the Grants Round:

- Prepare and send approval letters, Request for Payment forms, Grant Contracts, and Legislative Contact List to grant awardees.

- Send out notification letters to grant applicants not approved and to those partially funded with a Revised Budget Form to be returned in ten days.
- Maintain system of paying grantees one month prior to project start date on calendar.
- Maintain system of keeping track of deadlines for grantee Final Reports. Send reminder emails and overdue letters as needed. Keep a list of those who are no longer eligible for grants due to outstanding final reports.
- Send out press releases to regional media, legislators and board members after each grants round announcing the results.
- Fill in the Office Use Only and Budget sections of Final Reports to send out with payment letters.
- Work with Executive Director and Program Coordinator to keep all Grant Application, Final Reports forms, and other program information current for each Fiscal Year.
- Contact grant applicants who have not picked up work samples. Inform them that if not picked up, work samples will be discarded 90 days after notification.

**E. Bookkeeping**

- Pay bills and file payment vouchers.

**G. R2AC Consultants**

- Provide occasional administrative help to R2AC consultants on an as-needed basis.
- Track consultant expenses.

**H. Maintain R2AC Lending Library**

**I. Other duties as assigned.**

## **Attachment D.**

### **Description of the Board Member Rotation System**

The Nominating Committee will meet in **January**, and use the current Board Roster to identify those counties that will have vacancies to fill in the upcoming Fiscal Year.

- For each Board Member who will have completed his/her **first** 2-year term, the Nominating Committee will ask if he/she would like to serve a **second** 2-year term. (If a Board Member has served two consecutive 2-year terms, he/she is not eligible to serve a third consecutive term.)

The Nominating Committee will advise the R2AC Executive Director **by February 1st** of the names of those counties that will have vacancies. The R2AC Executive Director will then advertise these vacancies and invite those interested to submit an application by a specified date. After the date, the R2AC Executive Director will forward all applications to all R2AC Board Members.

The Nominating Committee will meet as a committee to review the applications given to them by the Executive Director. The Committee will decide which candidates will be recommended for Board membership. The Committee will present these recommendations to the R2AC Board for a vote at the April Board Meeting.

The Nominating Committee may do any or all of the following during the review process:

- Call references provided by the applicants
- Schedule interviews with the applicants
- Talk with the R2AC Executive Director about the applicants
- Talk with the other R2AC Board Members or alternates about the applicants

## Attachment E.

### REGION 2 ARTS COUNCIL BOARD ROSTER FOR FY14

#### Beltrami

**Justin Holley, Vice Chair**  
126 Walborg Ave. NE  
Bemidji, MN 56601  
218-209-1426 (h)  
jholley03@yahoo.com  
Literary, Musical, Theatrical Artist, Arts  
Appreciator and Consumer  
1<sup>st</sup> term ends: 6/30/14

**Natalie Woods Grosfield**  
12827 Birchview Drive NE  
Bemidji, MN 56601  
218-751-8864 (w) 218-556-6873 (cell)  
218-586-3544 (h)  
ngrosfield@mpr.org  
Visual, Literary, Musical, Theatrical  
Artist, Arts Advocate and Consumer  
1<sup>st</sup> term ends 6/30/15

#### First Approved Delegate

**Kathy Gustafson**  
6763 Maple Beach Court NE  
Bemidji, MN 56601  
218-586-2973 (h) 218-251-1872 (cell)  
animalartplus@yahoo.com

#### Clearwater

**Linda Kaul**  
15020 340<sup>th</sup> St.  
Bagley, MN 56621  
218-694-6164 ext. 17(w)  
218-766-2261 (cell)  
linda.kaul@co.clearwater.mn.us  
Craft, Dance, Theatrical Artist and Arts  
Advocate  
1<sup>st</sup> term ends: 6/30/14

**Steve Ballard**  
24605 430<sup>th</sup> St.  
Leonard, MN 56652  
218-554-7337(w) 218-968-2412(h)  
218-308-3845(cell)  
hammerheadgrafix@gmail.com  
Visual Artist, Arts Teacher and Advocate  
2<sup>nd</sup> term ends: 6/30/15

**Malotte Backer**  
108 Lomond Drive NW, PO Box 155  
Bagley, MN 56621  
218-694-6164 (w) 218-694-2388 (h)  
cbacker@gvtel.com

#### Hubbard

**Richard Longtine**  
P.O. Box 754  
Park Rapids, MN 56470  
218-732-5275(h)  
longlokonlong@unitelc.com  
Visual, Folk, Craft, Theatrical Artist and  
Arts Advocate  
1<sup>st</sup> term ends: 6/30/14

**Steve Prenevost, Chair**  
17661 Enchanted Drive  
Park Rapids, MN 56470  
218-732-9617(h) 218-255-4779 (cell)  
prenevost@gmail.com  
Arts Appreciator, Consumer and  
Advocate  
2<sup>nd</sup> term ends: 6/30/15

**Deane Johnson**  
11898 Far Portage Dr., PO Box 649  
Park Rapids, MN 56470  
218-252-8130 (cell) 218-732-8130 (h)  
deanej2002@yahoo.com

#### Lake of the Woods

**Diana McLain, Treasurer**  
5540 County Road 3 SW  
Williams, MN 56686  
218-783-3135 (h) 218-434-0705 (cell)  
kmclain@wiktel.com  
Photographer, Visual Artist, Arts  
Appreciator and Advocate  
2<sup>nd</sup> term ends: 6/30/14

**Nancy Cole**  
2122 82nd Ave. NW  
Williams, MN 56686  
218-783-2325(cell)  
lcole@wiktel.com  
Musical, Dance, Theatrical Artist, Arts  
Appreciator and Advocate  
2<sup>nd</sup> term ends: 6/30/15

**Susan Hopkins**  
1159 Hwy 172 NW  
Baudette, MN 56623  
218-766-5671(cell)  
sbiscayhopkins0@gmail.com

#### Mahnomen

**Joseph Allen**  
31332 County Highway 34  
Ogema, MN 56569  
218-849-1679  
josephjallen@yahoo.com  
Photographer, Film Artist, Traditional  
Crafts Artist and Arts Appreciator  
1<sup>st</sup> term ends 6/30/15

**Kevin Hedstrom**  
P.O. Box 213  
2292 155<sup>th</sup> Ave.  
Mahnomen, MN 56557  
218-983-4180 (w) 218-902-0364 (cell)  
kevinh@whiteearth.com  
Arts Appreciator and Arts Consumer  
1<sup>st</sup> term ends 6/30/15

**Leah Prussia**  
2289 340th St.  
Waubun, MN 56589  
218-355-8469(cell)  
leah.prussia@wetcc.org (w)  
naliasun@yahoo.com (h)

#### Staff:

**Terri Widman, Executive Director**  
405 Clausen Ave. SW #1  
Bemidji, MN 56601  
218-759-8805 (h)  
218-751-5447 or 1-800-275-5447 (w)

**Laura Dehler-Seter**  
4330 Waville Rd. NE  
Bemidji, MN 56601  
218-849-2996 (cell)  
218-751-5447 or 1-800-275-5447 (w)

**Holly Alcott**  
36659 233<sup>rd</sup> Ave.  
Shevlin, MN 56676  
218-766-2721 (cell)  
218-751-5447 or 1-800-275-5447 (w)

**Steve Prenevost, CHAIR**, Hubbard County. Steve received his B.A. in Elementary Education from the University of Minnesota and is a teacher in the Park Rapids Area Schools. He is an arts appreciator, advocate and consumer who appreciates people with artistic talent, and enjoys the opportunity to attend art activities.

**Justin Holley, VICE CHAIR**, Beltrami County. Justin received a B.A. degree in Psychology and is currently the human resource manager at North Central Door. He is a writer who has published several pieces of short fiction in print anthologies and magazines and has written several novels, two of which are currently being considered by major publishing houses. He also has a background in music and theater.

**Diana McLain, TREASURER**, Lake of the Woods County. Diana received a certificate of renewable Energy Technologies from Madison Community College and an industrial drafting certificate from Mankato AVTI. She is a Certified Energy Manager and business owner. She is a visual artist, photographer, songwriter and poet, as well as an arts appreciator and advocate.

**Nancy Cole**, Lake of the Woods County. Nancy received her B.A. in Elementary Education from Montana State University, Bozeman and currently teaches piano. She is a member of the Borderland Community Orchestra where she plays viola and has worked with string students and the string mentor program. She is a musician and craftsperson, as well as an arts appreciator, and advocate.

**Steve Ballard**, Clearwater County. Steve holds Bachelors degrees in Technical Illustration, Graphic Design and Arts Education. He is currently the technology instructor at Ponemah Elementary School. Steve is a visual artist who won the Artist Mentor award in tenth grade. His background includes businesses in custom airbrushing and graphic design.

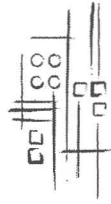
**Linda Kaul**, Clearwater County. Linda graduated from Norman Thomas High School for Commercial Education in New York and is currently an Eligibility Worker for the Clearwater County Department of Human Services. She has performed in Czechoslovakian plays in NYC and is involved with Art in the Park in Bagley. Her interests include dance and crafts.

**Richard Longtine**, Hubbard County. Richard earned a B.S. from Moorhead State University in Industrial Arts, Elementary Education and Art and a Masters degree in Elementary Education from Bemidji State University. He was a 5th grade classroom teacher, is serving on the board of the Headwaters Center for Lifelong Learning and has built sets for the Northern Light Opera Company. His background includes visual art, theater, crafts and folk art.

**Kevin Hedstrom**, Mahnomen County. Kevin holds a B.S. in Elementary Education and an M.S. in Education Administration and is currently the School Administrator for the Circle of Life Academy. He has been on the board of the Center for Human Environment and a previous member of the National Indian Head Start Directors Association. He is an arts appreciator and especially enjoys the visual arts.

**Natalie Grosfield**, Beltrami County. Natalie is currently the regional office coordinator for Minnesota Public Radio. She is on the Paul Bunyan Playhouse Board and the Bemidji youth hockey board and is active in Bemidji youth baseball. She also has a background in music and theater and is a special contributor to the Bemidji Pioneer.

**Joseph Allen**, Mahnomen County. Joseph is an artist who has studied film and video at Minneapolis Community College. He has taught art through artist residencies and is currently an adjunct professor at White Earth Tribal and Community College. He has won numerous awards for his photography, including a McKnight Photography Fellowship. His work has been in multiple exhibitions, published in books, and is in permanent collections throughout the Midwest. He has also won awards for his Community Leadership from the Blandin Foundation, Intermedia Arts and the First People's Fund.



REGION 2  
**ARTS**  
COUNCIL

**Anishinaabe Arts Initiative Council**  
**Fiscal Year 2013**

**Mary Guardipee**

1203 Minnesota Ave. NW  
Bemidji, MN 56601  
Sign Designer, Visual & Crafts Artist  
218-407-4491 (cell)  
maryguardipee@hotmail.com

**Delana Smith**

P.O. Box 760  
Red Lake, MN 56671  
Visual Artist, Dancer, Beadwork and Regalia  
218-679-3329 ext.1326 (w) 218-368-5162 (cell)  
dsmith3@redlake.k12.mn.us

**Douglas Lee**

106 E. Maple Ave.  
Frazee, MN 56544  
Music, Theatre, Media Artist  
218-234-0083  
RuggieLee@yahoo.com

**Debra Warren**

9450 Sunnyview Court, NW  
Bemidji, MN 56601  
Visual Artist  
218-556-8904 (cell) 218-333-8248 (w)  
debw@rmcep.com

**Genny Lowry**

1610 Irvine Ave., NW  
Bemidji, MN 56601  
Arts Appreciator  
218-335-7529 (h) 218-335-7000 (w)  
218-766-0029 (cell)  
glowry36@gmail.com

**Delina White**

P. O. Box 1352  
Walker, MN 56484  
Professional Folk/Traditional Artist and Dancer  
218-659-2156 (h) 218-665-3063 (w)  
delinawhite@bugschool.k12.mn.us

**Bernice Mitchell**

P. O. Box 681  
Cass Lake, MN 56633  
Crafts, Dance, Theater Artist  
218-766-3960 (cell)

**Harold "Dunesy" White, Jr.**

P.O. Box 171  
Red Lake, MN 56671  
Poetry and Music  
218-679-4325 (h) 218-308-4911 (cell)  
h.whitejr@yahoo.com

---

**Staff:**

**Terri Widman, Executive Director**  
405 Clausen Ave. SW #1  
Bemidji, MN 56601  
759-8805 (home)  
751-5447 or 1-800-275-5447 (work)

**Laura Dehler-Seter, Program Coordinator**  
ldehlerseter@r2arts.org

**Holly Alcott, Executive Assistant**  
staff@r2arts.org

## Attachment I.

### Grant Making and Monitoring Process

All grant deadlines are publicized 60 days in advance by (1) sending news releases to the regional media, (2) e-mailing all organizations and individuals on the R2AC grants mailing list via Constant Contact, (3) posting a notice in our monthly e-newsletter and, (4) posting to our website and Facebook. Those interested in applying are instructed to request the Guidelines and an Application Form from the R2AC office or download off the R2AC website. Applicants are always strongly encouraged to ask for R2AC staff assistance when developing their proposal ideas and in completing their application form.

#### **The Grant Review Process:**

The R2AC staff logs in all submitted applications and reviews them to ensure they are eligible. The staff may request further or clarifying information from the applicant.

The R2AC Board members receive copies of the applications prior to the review meeting. At the meeting, staff may introduce any amended or corrected application materials, or provide any materials that could not be reasonably duplicated, such as work samples from artists.

Grant review meetings are open to the public, however, no oral presentation, discussion, or statements will be allowed from the public during the meeting.

**Conflict of Interest:** R2AC Board members who have a conflict of interest with a grant application must declare that conflict of interest and abstain completely from discussion and voting during the review of that grant.

Discussion is based on the three review criteria of **artistic merit, need for the project, and ability to accomplish the project**. A motion is made concerning the level of funding for each application immediately after it is discussed: Full, partial, or no funding. If a motion is made for partial funding, the amount must be specified. Motions for partial funding are rare. However, when they occur they are usually based on things such as budget errors, perceived unreasonable amounts for budget items or ineligible budget items.

Each application is rated on a 60-point scale for artistic merit, demonstrated need, and ability to accomplish the project. The ratings are averaged and the grant applications are ranked from highest to lowest grant ranking, until the money is depleted.

The project director will be notified in writing of the results of the grants review within 45 days of the application deadline date. Organizations that are awarded full funding for their project will receive a Request for Payment form and a Grant Contract. Both forms must be returned to the R2AC office within 30 days of receipt.

Organizations awarded partial funding will receive a Revised Budget form that must be completed and returned before the Request for Payment form and Grant Contract are sent. The Revised Budget form must be completed and returned within 30 days of receipt.

Full payment of the award will be made to the applicant organization (or to the Fiscal Sponsor) 30 days prior to the beginning date of the project.

The **Grant Monitoring Process** requires that a Final Report be submitted to R2AC 45 days after the completion of the grant project. The Executive Director reviews the Final Report and contacts applicants if there are any questions or discrepancies in the report or budget. Final Reports that are inconsistent with the grant application are brought to the board.

Grant recipients with arts projects are assigned an R2AC Board Member who evaluates the project and reports back to the R2AC Board. The evaluation form goes into the grant file.

Due to the increased Arts & Cultural Heritage Funds grant making, the Region 2 Arts Council Board will appoint panels or invite trained community panel members to review Artist Mentor grants, Arts and Cultural Heritage grants and other grants as needed. Representatives from the R2AC Board sit on each panel. The R2AC Board hired a Program Coordinator to administer the grant and education programs.

In the past 33 years, the R2AC has tracked the amount of grant funds going into the region's five counties as compared to the percent of population in each county. Ideally, R2AC would like each county to receive grant funds proportional to the percentage of the county's population. Counties that receive less than this amount are termed "under-served." We encourage grant applications from organizations, school and individuals in the under-served counties and directly offer assistance with the grant application process. R2AC also provides under-served counties with professional development workshops to meet their needs.

### **The Responsibilities of Grantees/Grant Contract**

The grantee will sign a **Grant Contract** with R2AC that holds the grantee to the following terms:

1. The project must be carried out in compliance with the project description, budget, and date, as entered on the grant application form. The grantee must notify R2AC immediately if the project is changed from the description, date, and/or the budget.
2. The following credit line and Legacy Logo must appear on all printed material and publicity related to the project:

*"This activity is made possible by the voters of Minnesota through a grant from the Region2 Arts Council, thanks to a legislative appropriation from the Arts & Cultural Heritage Fund."*

3. Within 45 days after completion of the project, a **Final Report**, consisting of a narrative and budget report must be submitted to R2AC on forms which R2AC will provide. The Final Report



must include at least one piece of publicity or promotional material that exhibits the credit line from Item #2. Grantees with long-term projects will provide in-progress information as requested by R2AC.

4. The R2AC may conduct random spot audits of grant recipients. The purpose of these audits is to establish accountability for public funds received by the grantee. In the case of an audit or a project evaluation, the R2AC shall have **access** to all books, documents, papers, and records related to the granted project. The grantee must retain such records for a period of three years following submission of the Final Report.

5. Access to participate in the project shall not be limited on the basis of national origin, race, religion, age, or sex.

6. The grantee will accommodate requests from persons with disabilities who wish to access the funded project. Requests may involve an individual's access to a facility or to the content of the project.

7. Other contractual terms may be added by R2AC on a case-by-case basis.

## **Attachment J.**

### **Public Meeting to Gather Input on Biennial Plan**

On May 8, 2013, a public meeting was held at the R2AC office in Bemidji to seek input and responses to the Plan. This meeting was publicized throughout the region using news releases, posts to our website and Facebook, and the R2AC newsletter.

The following is the PSA that was sent to media:

**Bemidji – April 24, 2013 PSA For Immediate Release**

### **2014-2015 R2AC BIENNIAL PLAN PUBLIC HEARING**

The Region 2 Arts Council will hold a public hearing on Wednesday, May 8, 2013 at 4:00 p.m. to present and obtain feedback and comments on the 2014-2015 Biennial Plan. The plan includes the needs assessment process and summary, overview of R2AC goals and objectives and the programs and services.

The hearing will be held at the R2AC office at 426 Bemidji Ave. Please email [staff@r2arts.org](mailto:staff@r2arts.org) or call 218-751-5447 or toll free 1-800-275-5447 to R.S.V.P.