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## **BIENNIAL PLAN FISCAL YEARS 2016 and 2017**

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### **Mission Statement**

The Region 2 Arts Council strengthens the presence of the arts by supporting opportunities for arts creation, promotion, and education 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.

### **History**

The Region 2 Arts Council (R2AC) was incorporated as a 501(c) 3 non-profit organization in 1980 to provide access to arts opportunities and programming for the rural communities in the region. Since inception, R2AC has been governed by a board of directors comprised of two representatives from each of the five counties. In 1997 a council of Native Americans assisted R2AC in the development of the Anishinaabe Arts Initiative grant program to serve individual Native American artists in the region. R2AC has expanded programming significantly over the past 35 years to a current total of eleven (11) grant programs.

### **Demographics of the Region**

R2AC serves a five-county area in north central Minnesota that includes Beltrami, Clearwater, Hubbard, Lake of the Woods, and Mahnommen Counties. The R2AC region overlaps with the Leech Lake, White Earth and Red Lake Indian Reservations that constitute 14.5% of the region's population. The region is rural and remote and is made up of small towns and one urban area: Bemidji. The majority of small towns have populations under 1,400. Park Rapids has a population of 3,900 and the city of Bemidji is at 14,000. The region has the lowest family income average in the state and the lowest population density of the eleven RACs.

### **Needs Assessment Process**

Region 2 Arts Council conducts needs assessments in the region using the following four (4) tools to gather information.

**R2AC Grant Applications.** Needs assessment questions were included in R2AC grant applications in FY14-15. This assessment tool has proven to be a valuable method for collecting information from individual artists, arts organizations, schools, non-profits and government offices.

**Listening Sessions conducted in the region.** In the fall of 2014 R2AC board members and staff held public meetings throughout the region to give an overview of the R2AC programs and to listen to needs in each county. Attendees were asked questions to ascertain their needs and to evaluate the current R2AC programs funded by Arts & Cultural Heritage, State General Allocation and the McKnight Foundation. Specific questions were asked to stimulate a discussion of needs for individual artists, organizations, schools and the community.

**Online survey.** In November 2014 the public was invited to complete a survey to rate Region 2 Arts Council's programs and services and to answer specific questions pertaining to individual and community needs for artistic growth.

**Informal discussions** occur when staff meets with arts organization leaders, city officials, artists and members of the public.

### **Summary of Needs Assessment**

The needs that were identified in the R2AC needs assessment are prioritized below. This list assisted the R2AC board in determining the programs and services that would best meet the needs of the region for the upcoming biennium.

#### **1. New Grant Programs**

- A grant for schools to help promote artist residencies
- A professional development grant with a quick turn around that artists or organizations can use to attend conferences or workshops or to hire a trainer or presenter
- A grant for rural communities to encourage applications from underserved areas

#### **2. Information**

- Provide a list of Regional, State and National funders
- Provide a list of artists who are interested in residencies and mentorships

#### **3. Promotion**

- Create a radio spot or show for the arts in the region
- Create visibility for local art and artists
- Facilitate the promotion of arts activities in our region
- Host a Festival/Expo to showcase regional artists or arts organizations

#### **4. Workshops**

- Provide professional development workshops for artists
- Provide workshops in specific art genres such as watercolor, dance, etc.
- Provide professional development workshops for organizations focused on board and nonprofit development
- Provide grant application training for the online R2AC grants

#### **5. Networking and Collaboration**

- Promote opportunities to showcase specific art groups or genres
- Promote R2AC facilitation for groups, such as providing a space for artists to gather for a social event, or for organizations to discuss cross promotion
- Promote consistent opportunities for the public to gather around art

#### **6. Venues or Space**

- Help artists find the space they need for performances, exhibitions, creation of art, collaborative projects and meetings or social events

### **Description of Planning Process**

The Region 2 Arts Council dedicated considerable time to the biennial planning process in board and committee meetings from November 2014 through May 2015. At an all-day planning session on January 10, 2015 the board analyzed the needs assessment information and worked on developing the goals and strategies for the biennium.

Committees were formed to work on the creation of the new grant programs, to review grant criteria and evaluation, grant budgets and core narratives. All members of the R2AC board and staff were actively involved in the planning process.

The R2AC board met on April 20, 2015 to review and approve the biennial plan budgets for FY16-17. A public hearing was held on May 12, 2015 to discuss the draft biennial plan and receive input. The R2AC board approved the biennial plan after the public hearing feedback was obtained.

### **FY16-17 Biennial WORK PLAN and Program Information**

The programs and services in the work plan address the identified priorities of the residents and organizations in the five-county region. The R2AC board developed four (4) new grant programs to meet identified needs: ACH grants for schools, small towns, and individuals, and Quick grants for workshop and training opportunities for organizations and artists.

#### **R2AC Grant Programs Summary**

**Arts and Cultural Heritage Grant – Schools:** Open only to public and charter schools or community education programs. These grants offer funding for a variety of arts projects including costs related to performances or exhibitions, engagement of guest artists, public art projects, and artists-in-residence in three key areas: Arts Activities and Arts Access, Arts Education, and Arts and Cultural Heritage. Schools can apply for grants up to \$3,000. ACH funded.

**Arts and Cultural Heritage Grant - Small Towns:** Open specifically to non-profit organizations, government or tribal offices or cultural heritage groups with a fiscal sponsor that are located in towns with a population under 2,000. These grants offer funding for a variety of arts projects including costs related to performances or exhibitions, engagement of guest artists, public art projects and artists-in-residence in three key areas: Arts Activities and Arts Access, Arts Education, and Arts and Cultural Heritage. Applicants are eligible for grants up to \$6,000. ACH funded.

**Arts and Cultural Heritage Grant – Individuals:** Open to artists in all disciplines. These grants offer funding for a variety of arts projects including costs associated with public art, exhibitions, or performances in three key areas: Arts Activities and Arts Access, Arts Education, and Arts and Cultural Heritage. Individual artists can apply for grants up to \$3,000. ACH funded.

**Quick Grants:** Open to individual artists and 501(c)3 organizations for workshops, conferences and training opportunities or to provide funding for arts projects that have not been previously funded by R2AC. This grant offers a monthly deadline to facilitate quick funding for arts activities. Individuals can apply for grants up to **\$500**. Organizations can apply for grants up to **\$1,000**. Funded by ACH, State General Allocation and the McKnight Foundation.

**Arts and Cultural Heritage Grants – Organizations:** Open to non-profit organizations, schools, government or tribal offices, community education programs or cultural heritage groups with a fiscal sponsor. This grant offers funding for a variety of arts projects including costs related to performances or exhibitions, engagement of guest artists, public art projects, artists-in-residence in three key areas: Arts Activities and Arts Access, Arts Education and Arts and Cultural Heritage. Applicants may apply for up to \$6,000. ACH funded.

**Artist Mentor Grants:** Open to 8-12<sup>th</sup> grade students who wish to work one-on-one with an established artist, or attend an arts class, workshop or camp in the state of Minnesota, to stretch themselves artistically. Mentoring students receive 20 hours of one-on-one with a local artist funded by a \$1,000 award. Those attending arts classes, camps or workshops receive up to \$600 toward tuition. ACH funded.

**Community Arts Support Grants:** Open to any arts organizations with a two-year history. This is a two-year award that helps provide a measure of stability for arts organizations so that their energy can be better focused on increasing the quality and availability of the arts to their communities. Organizations can qualify to apply for up to \$6,000 per year based on their annual expenses. ACH and State funded.

**Arts Project Grants:** Open to non-profit organizations, schools, government or tribal offices, or community education programs. This grant offers funding for a variety of arts projects including costs related to performances or exhibitions, engagement of guest artists, public art projects and artist-in-residence. Organizations can apply for grants up to \$2,500. State Funded.

**Anishinaabe Arts Initiative Grants:** Open to Native American artists in all arts disciplines residing in the following counties: Becker, Beltrami, Cass, Clearwater, Hubbard, Itasca, Lake of the Woods, Mahnomen or Roseau. This grant offers funding for costs associated with the exhibition, or performances or production of a creative work, purchase of materials or equipment necessary for a creative work, educational opportunities, mentorships and proposals for career-enhancing projects or opportunities. Artists can apply for grants up to \$1,000. Funded by the McKnight Foundation.

**Individual Artist Grants:** Open to artists in all arts disciplines. This grant offers funding for costs associated with the exhibition, performance or production of a creative work, purchase of materials or equipment necessary for a creative work, educational opportunities, mentorships and proposals for career-enhancing projects or opportunities. Artists can apply for up to \$2,000. Funded by the McKnight Foundation.

**Career Development Fellowships:** Open to established artists in all disciplines who have shown a consistent commitment to their work as artists over the past five years. The 18-month fellowship provides the opportunity for career development experiences that will add depth and advancement to any artistic career. Two \$6,000 fellowships will be awarded per year. Funded by the McKnight Foundation.

## **R2AC SERVICES**

### **Workshops and Technical Assistance:**

The **Professional Development program** provides high-quality workshops and training for artists, arts organizations and the public. Training sessions in FY16-17 will prepare regional artists to utilize new technology and software, social media and online marketing tools, online fundraising tools, obtain financial and legal advice, and artist residency training. Board of Directors and audience development workshops will benefit organizations.

**Grant Application Workshops and Online grant training** will be conducted in each county of the region and the three Native American Reservations. Staff will 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:**

Publish a monthly electronic newsletter, the “Northern Arts News,” to provide updates of R2AC workshops, featured arts events, opportunities for artists, R2AC grant deadlines and awards and noteworthy accomplishments of regional artists.

The **R2AC website** provides quick access to our grants and services, an online calendar, e-newsletter archives, links to regional artists and arts organizations, and information on regional, state and national arts resources.

R2AC actively promotes its programs and services through electronic and traditional media. R2AC utilizes social media to interact with a wider audience, creating broader awareness of R2AC grants, workshops and services in the region.

**GOALS AND STRATEGIES for FY16-17**

**GOAL 1: Provide financial resources for the arts to thrive in our region.**

**Strategy:**

- Provide new grant programs: ACH Individual, ACH Schools, ACH Small Towns and Quick Grants to improve accessibility to our funding.
- Provide new online grant format to improve ease in application process
- Prioritize additional needs for funding.
- Explore strategies for additional funding.
- Identify and pursue additional sources of funding.

**Performance Measures:**

- Constituent survey responses show that the full complement of R2AC grants play a positive role in helping the arts thrive in our region.
- Applicant response to online grant programs indicates that online grants improve ease in the application process.
- Applicant response to new grant programs indicates improved accessibility to our funding.
- R2AC staff conducts a search for additional funding sources and reports results to the board.
- Programs are identified for additional funding.

**Assessment Timeline:**

- Assess the effectiveness of the grant programs every biennium in a needs assessment survey.
- Results from search for funding are reported to the Board throughout the year.

**GOAL 2 - Encourage participation in the arts by people of all ages, ethnicities, abilities, socioeconomic status, and geographic locations within our region.**

**Strategy:**

- Create awareness of the value of the arts by developing and maintaining relationships with organizations that support arts programming across all sectors, including Very Special Arts (VSA), local senior centers and eldercare facilities.
- Participate in discussions on equity sponsored by FRACM.
- Promote the ACH-Small Towns grant to encourage arts activities in rural communities.

**Performance Measures:**

- Constituent survey responses show that it is perceived that Region 2 Arts Council encourages participation in the arts by people of all ages, ethnicities, abilities, socioeconomic status, and geographic locations within our region.

**GOAL 3 - Provide information and promotion for arts activities and opportunities.**

**Strategy:**

- Support collaborative activities by facilitating and/or participating in gatherings for arts collaboration and networking.
- Expand outreach, support, and instruction for grant writing endeavors, not limited to R2AC funded opportunities, by developing relationships with other arts funders to better promote their opportunities.
- Develop a consistent and cohesive marketing strategy by developing a radio presence, a strong social media strategy, and making R2AC website a trusted source for arts information in our region.

**Performance Measures:**

- Poll constituents to inquire if the R2AC website is a trusted source for arts information, and if constituents attend and glean valuable information from our grant application workshops.
- R2AC post-activity evaluations and needs assessment surveys will inquire if constituents have found and applied to arts opportunities from our calendar, e-newsletter, emails, Facebook posts, or PSAs.

**Assessment Timeline:**

- Specific assessment questions related to this goal will appear on R2AC evaluations.

**Goal 4 - Support arts learning.**

**Strategy:**

- Provide grants that specifically support arts learning.
- Provide artist-in-residence training.
- Develop a strategy to support schools in the grant application process.

**Performance measures**

- Poll schools to determine whether R2AC effectively supports arts learning.

- Poll artists to determine whether R2AC artist-in-residence training supports artist readiness in pursuing teaching opportunities.
- Applicant response to an assessment question on R2AC's ACH Schools Grant application indicates improved accessibility to our funding for schools.

**Goal 5 - Provide responsible stewardship of funds.**

**Strategy:**

- Share the annual audit with the public and provide graphic representation to demonstrate the distribution of our funds.
- Seek broad public input and engagement in decision making to insure the use of funds meet the expectations of R2AC constituents.
- Retain professional staff and provide development opportunities for them.

**Performance Measures**

- Evaluate and review programs, services, and organizational documents annually via constituent, board, and staff surveys.

	General	Arts and	Arts	Arts & Cultural	The		
	Allocation	Arts Access	Education	Heritage	McKnight	Other	
REVENUES:	<u>2016 State</u>	<u>2016 State</u>	<u>2016 State</u>	<u>2016 State</u>	<u>Foundation</u>	<u>Funds</u>	<u>2016 Total</u>
1 State of Minnesota	83,029	252,941	44,615	18,858			399,443
2 The McKnight Foundation					60,000		60,000
3 Other Income	0	0	0	0	1,120	3,000	4,120
4 Interest		0	0	0		900	900
<b>5 TOTAL REVENUES</b>	<b>83,029</b>	<b>252,941</b>	<b>44,615</b>	<b>18,858</b>	<b>61,120</b>	<b>3,900</b>	<b>464,463</b>
EXPENSES:	<u>State</u>	<u>State</u>	<u>State</u>	<u>State</u>	<u>McKnight</u>	<u>Other</u>	
<b>Programs and Services</b>							
6a Grant Programs and Services							
Arts & Cultural Heritage Grants		84,250	11,835	6,281			102,366
Artist Mentor Grants			6,000				6,000
Community Arts Support Grants	10,000	32,921	4,625	2,454			50,000
ACH Grants for Individuals	0	7,407	1,041	552			9,000
ACH Grants for Schools	0	7,407	1,041	552			9,000
ACH Grants for Small Towns	0	14,814	2,081	1,105			18,000
Quick Grants	1,400	2,469	347	184	600		5,000
R2AC Arts Project Grants	20,050						20,050
Artist Fellowship Grants					12,000		12,000
Individual Artist Grants					18,000		18,000
Anishinaabe Art Initiative Grants					9,220		9,220
6b Grant Program Services - Operations and Support	23,154	47,073	7,267	2,822	6,198	0	86,514
<b>6 a &amp; b Total Grant Programs and Services</b>	<b>54,604</b>	<b>196,341</b>	<b>34,237</b>	<b>13,950</b>	<b>46,018</b>	<b>0</b>	<b>345,150</b>
<b>7a Non-grant Programs and Services</b>							
Professional Development	2,575	0	2,495	0	2,761	0	7,831
Arts Promotion/ Website/Techn. Assist/Newsletter	17,161	26,126	874	3,939	5,218	0	53,318
7b Non-grant Programs and Services - Operations and Support	2,384	20,181	5,427	346	768	2,281	31,387
<b>7 a &amp; b Total Non-grant Programs and Services</b>	<b>22,120</b>	<b>46,307</b>	<b>8,796</b>	<b>4,285</b>	<b>8,747</b>	<b>2,281</b>	<b>92,536</b>
<b>8 Total Programs and Services</b>	<b>76,724</b>	<b>242,648</b>	<b>43,033</b>	<b>18,235</b>	<b>54,765</b>	<b>2,281</b>	<b>437,686</b>
9 Fundraising	0	0	0	0	1,200	0	1,200
10 General Administration	6,305	10,293	1,582	623	5,155	1,619	25,577
<b>11 TOTAL EXPENSES</b>	<b>83,029</b>	<b>252,941</b>	<b>44,615</b>	<b>18,858</b>	<b>61,120</b>	<b>3,900</b>	<b>464,463</b>
CARRYOVER TO FISCAL YR 17	0	0	0	0	0	0	0







## **EXECUTIVE DIRECTOR Position Description**

### **QUALITIES AND SKILLS**

- Leadership skills and experience in the nonprofit sector
- Appreciation of the arts
- A desire to provide service and growth opportunities to artists, arts organizations and resident's of all ages
- Cultivates and maintains relationships
- Discerns needs in the region to develop and implement programs
- Capable of maintaining impartiality, confidentiality and discretion
- Ability to maintain good rapport with people of diverse backgrounds and value systems
- Sensitive to political, social and economic issues of north central Minnesota
- Good communication skills
- Maintains financial accountability
- Supportive of the board of directors and staff
- Prioritizes projects and workloads
- Decisive

### **RESPONSIBILITIES**

**Grant Management:** Oversee administration of all R2AC grant programs.

- Evaluate and implement R2AC grant programs by ensuring quality and timeliness of all aspects of grants processing and management including regulatory compliance, revision, preparation and distribution of grant guidelines and applications
- Provide assistance to potential grant applicants
- Assist in reviewing grant applications for eligibility and accuracy
- Staff the grant reviews with Program Coordinator and Grants Coordinator
- Implements best practices in grant making
- Provide guidance to Anishinaabe Arts Initiative (AAI) Council for compliance and consistency with program and grant reviews; prepares AAI budget, attends grants review.
- Recruit and provide orientation to incoming Board members and AAI Council members

**R2AC Services:** Oversee coordination of R2AC services including technical assistance, professional development workshops, e-newsletter, traditional and social media communication, promotion and outreach.

- Provide grant writing workshops and technical assistance for the region
- Ensure the development, promotion and execution of Professional Development and artistic workshops in the region
- Encourage the presentation of workshops within the region
- Co-sponsor arts-related presentations as opportunities arise
- Provide outreach visits to underserved communities by visiting schools, individuals, and organization's; and conduct grant-writing workshops in each county
- Ensure R2AC web site is updated
- Provide the "The Northern Arts News" e-newsletter to subscribers and the public
- Represent R2AC at events
- Serve as liaison between R2AC and groups whose programs or services affect Region 2

**Board Management:** Work closely with R2AC board and executive committee to carry out the mission and goals of the organization.

- Administer and comply with all R2AC policies
- Inform Board of issues or changes pertaining to or affecting R2AC
- Prepare and present Board agendas and materials, attend all Board meetings and respond to Board inquires
- Serve on Board committees as needed

**Board Development:** Recruit and provide orientation to incoming board members.

- Work with Nominating Committee to ensure recruitment procedures are followed
- Work with the Board to ensure membership is full in each county
- Ensure incoming board members receive orientation, or plan a Board retreat if there are four or more incoming members in a fiscal year
- Provide educational opportunities for the Board
- Oversee annual update of R2AC Board Orientation manual

**R2AC Planning:** Work with the R2AC board to design and carry out a needs assessment process to gather the needs in the region for biennial planning goals.

- Enhance R2AC's planning, strategic implementation and communication of history and pertinent regulations
- Conduct an on-going needs assessment and develop new programs or revise old programs based on those needs
- Plan a R2AC Board planning meeting every two years to evaluate the current Biennial Plan using current needs assessment information and input from the R2AC Board to prepare a new Biennial Plan
- Prepare biennial work plan and budget to submit to the MSAB
- Enact the goals and objectives as directed in the R2AC Biennial Plan

**Proposals and Reporting:** Prepare proposals and final reports for R2AC funders.

- Develop and submit proposals and final reports to the McKnight Foundation as required
- Prepare and submit reports to Minnesota State Arts Board as directed by the annual MSAB Fiscal Agent Agreement

**Financial Management:** Administer R2AC annual budget, monthly financial reports, the annual audit and the Cultural Data Project.

- Responsible for R2AC financial reporting
- Ensure timely submission of monthly and quarterly payroll taxes, Charitable Organization Report and 990 tax form. Renew Minnesota nonprofit corporation status annually.
- Retain auditor for annual audit of R2AC
- Develop annual and biennial budget
- Seek out new sources of funding as directed by Board

**Staff and Office Administration:**

- Hire and oversee R2AC staff
- Provide professional development opportunities for all staff
- Contract work to organizations or individuals as directed by Board; hire qualified people, write contracts and monitor work
- Update office equipment, computers and software as needed
- Maintain equipment and supply needs of office

**Advocacy:** Advocate on behalf of the arts on the local and state level

- Assist as requested with lobbying efforts for the Minnesota arts community
- Conduct surveys for statewide projects as needed

**Forum of Regional Arts Councils of Minnesota:** Plan and implement statewide arts projects with the other RACs and work with our state partners, MSAB, the McKnight Foundation and MCA.

- Participate as an active member in the statewide Forum of Regional Arts Councils
- Familiar with the FRACM Policy Manual
- Serve on FRACM committees



## **PROGRAM COORDINATOR Position Description**

### **QUALITIES AND SKILLS**

To be a Region 2 Arts Council Program Coordinator one must:

- Believe in the transformation that happens in communities where artists are seen, valued, and supported.
- Care deeply about the communities and individuals we serve.
- Be aware of the depth and breadth of our Region's creative capacity.
- Be curious.
- Be empathetic.
- Be ready to stop everything and listen to other people's stories.
- Value people.
- Be responsive and in the moment.
- Be receptive to others' needs and creative visions.
- Be resourceful and able to point people in a range of directions; toward a range of resources that will support their creative visions and address their needs.
- Be able to link another person's creative vision to the right grant program or professional development opportunity
- Understand that we serve a culturally diverse population.
- Ask questions.
- Offer solutions.
- Notice what works well.
- Change things that don't work well.

### **RESPONSIBILITIES**

The current Region 2 Arts Council Program Coordinator participates in the following:

#### **Grant Management**

- Reviews and revises form and function of all grants annually
- Assists applicants during all phases of the grant application process
- Customizes, coordinates, and conducts grant writing workshops for R2AC grant programs in every county
- Consults with individual artists, schools, community organizers, groups, and non-profits on arts project plans
- Reviews submitted grant applications for accuracy and completeness
- Discusses board decisions and comments with applicants
- Selects salient board comments for customized award letters
- Reviews all final reports for accuracy, compliance, and completeness
- Oversees the Artist Mentor program
- Coordinates AM workshops with high schools and teachers in our five counties

- Establishes interest in mentoring among artists
- Coordinates AM grant review panels and interviews
- Prepares and processes AM grant paperwork including agreements, study plans, final reports, background check result
- Maintains communication with artist mentors, student mentees, parents, and guardians
- Communicates AM grant program to the board
- Establishes relationships with native artists
- Provides an R2AC presence at area tribal colleges, powwows, and community events

### **Professional Development Program Management**

- Manages professional development workshop budget
- Designs annual plan for professional development workshops based on current trends, R2AC and ACH goals, and 5-County Needs Assessment results
- Assesses presenters for suitability
- Negotiates contracts with presenters
- Maintains communications with presenters
- Locates workshop venues
- Promotes programs via R2AC Newsletter, Facebook, Website, PSAs, Constant Contact
- Hosts workshops: providing refreshments, light meals, set up and break down
- Processes Evaluations and shares with presenters

### **Newsletter Management**

- Serves as editor to Northern Arts News, R2ACs monthly e-newsletter
- Collaborates with R2AC Grants Coordinator on design and distribution of newsletter
- Gathers and solicits submissions from individuals and organizations
- Ensures relevance and timeliness of content
- Revises all submissions for grammar, style, and clarity
- Promotes enhanced newsletter readership

### **Publicity Coordination**

- Composes and distributes publicity for all R2AC events, workshops, and opportunities via Constant Contact
- Assists Grants Coordinator in updating R2AC's website posts and pages
- Maintains a personal and active presence on R2ACs Facebook pages
- Distributes promotional flyers
- Updates R2AC's online arts calendar

### **Board Assistance**

- Facilitates grant reviews
- Provides program and operations insight during Board Meetings
- Serves on staff/board committees
- Designs board retreat activities
- Designs biennial planning meeting activities



## **GRANTS COORDINATOR Position Description**

### **SKILLS**

- Meticulous attention to detail
- Awesome people skills
- Excellent oral and written communication skills
- Ability to build relationships with constituents of all ages, cultures, and socioeconomic backgrounds
- Ability to maintain online presence through website, social media, and the online grants experience
- Ability to troubleshoot and solve user experience problems
- Experience presenting ideas and training people to be comfortable and confident with online processes
- Willingness to delve into math, statistics, numbers, and reporting in a data-driven environment
- Ready, willing, and able to create great flyers and posts to promote our programs
- Skilled in the following software: Foundant GLM, Filemaker Pro 12, Quickbooks 2015, Microsoft Office Suite, Adobe Acrobat Pro, Wordpress, Photoshop, Constant Contact, Facebook & Twitter

### **RESPONSIBILITIES**

#### **Grants Management**

#### ***Data & Tracking***

- Coordinate the transfer of R2AC grants data from Foundant GLM to R2AC Filemaker Pro database.
- Revise or redesign grants database as needed to accommodate new data streams and create customized reports.
- Field all queries of grants database and/or contact database as needed. (i.e. list Native American artists in Beltrami County or ACH grants applications funded in Hubbard County vs. Mahnommen County in FY2011)
- Enter data into contact or grants databases and maintain this information online in GLM or on R2AC website.
- Prepare and send quarterly report to Minnesota State Arts Board for Legacy funded grants for use on the Legislative Coordinating Commission website.
- Prepare and send annual report data to MSAB on all of our grant programs and help Executive Director compile data for annual reports to MSAB and the McKnight Foundation.
- Compile an annual grants summary for the Executive Director and R2AC board and any other statistics needed during the year.
- Collect “Needs Assessments” from each grant application, analyze and make recommendations to the board at the biennial planning meeting.
- Process each incoming grant application with office code number, file folder and blue grant status sheet. Maintain blue grant status sheets for each application and kept current for public access and auditing purposes.
- Maintain system for paying grantees one month prior to project start date on calendar.
- Maintain system for keeping track of deadlines for grantee Final Reports. Keep a list of those who are no longer eligible for grants due to outstanding final reports.
- File work samples and notify all applicants with work samples still at R2AC 60 days after a grants round that their work samples will be discarded 90 days after notification.
- Thin paper grants files annually until such time as grant files are digital, maintain current digital files.

### ***Forms & Training Materials***

- Design and implement online forms, planning and coordinating all aspects of the R2AC online grant system for both applicants and reviewers through the Foundant GLM interface.
- Provide tech support and training for online grants applications, final/interim reports and evaluation/review forms or as well as fixing any R2AC website issues.
- Work with Executive Director and Program Coordinator to keep all grant applications, final reports, and other grant forms such as payment vouchers, contracts, evaluation forms and grant summary forms current for each fiscal year. This includes organizing, analyzing usability, writing, redesigning and editing all forms.
- Design, write and maintain instructions, tipsheets, webinars, and other information and training materials
- Send out program information upon request and make copies as needed for grant writing workshops.

### ***Grant Panels***

- Coordinate online access to grant applications and supplemental by R2AC Board and copy and mail grant packets to AAI Council before a grants round and coordinate samples, create slide presentations for visual work, set-up PowerPoint presentations, play CDs or DVDs or provide links to video and/or musical works or other online content.
- Prepare motions and scoring sheet for board and staff to use during grants rounds/meetings.
- Attend grant panels to provide any needed online grant information or troubleshoot any technical difficulties.
- Participate in any Board Committee work as pertains to grants.

### ***Correspondence***

- Prepare and send approval letters, request for payment forms, grant contracts, legislative contact list and Legacy fund publicity guidelines and legislator “thank-you” postcards to grant awardees. Send out notification letters to grant applicants not approved and to those partially funded with a revised budget form.
- Write checks to awardees and send payment letters, final report forms and project evaluation forms.
- Send reminder emails and overdue final report letters as needed on a monthly basis.

### ***Information Technology***

- Evaluate hardware and software computer needs and perform back-ups of data.
- Manage email accounts and forward pertinent emails to staff on daily basis; update spam filter; maintain email address book.
- Oversee website maintenance/updates and continually improve and expand the online user experience.
- Fix service or equipment failures or coordinate appropriate repair through vendor or consultant.

### ***Program Promotion***

- Create PSAs to send to regional media to promote grant deadlines, announce grant awards, solicit new board members and advertise workshops and other R2AC events.
- Update R2AC brochure or other publications as needed.
- Design postcards, website and e-newsletter headers, invitations, forms, surveys and other promotional materials.
- Oversee printing of postcards, brochures and business cards and prepare and process any bulk mailings.
- Set-up venues for events such as Arts Advocacy Day, staff training, board retreat, or biennial planning meeting.



### **Office Management & Bookkeeping**

- Maintain inventory of R2AC office supplies, including postage, and make purchases annually or when necessary.
- Develop and maintain office-filing systems, both paper and digital.
- Organize the accounts payable files each month and provide checklist for Board Treasurer to review and initial.
- Pay bills and create and file payment vouchers.
- Track down payees monthly for any R2AC checks that have not been cashed and completing these payments.
- Provide accountant and auditor with grantee tax information such as W-9's and 501(c)3 non-profit status letters.
- Gather grants information that the auditor needs for annual audit report.
- Log total postage, copies, and hours worked on programs or special projects as requested.
- Track consultant expenses and check for liability insurance and provide contracts for consultants and presenters.

### **General Administrative Responsibilities**

- Answer phones and greet constituents that visit the office in a friendly and helpful manner.
- Prepare all written correspondence, publicity, applications and reports. Includes editing, typing, copying and mailing. Responsible for the accuracy and professional appearance of all documents.
- 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 board member roster with alternates, AAI council members.
- 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.
- Responsible for set up and clean up for board meetings.
- Prepare and update orientation manuals for board members as needed.
- Assist with workshops offered through R2AC by tracking board email votes, providing publicity (sending PSAs to media, creating signage and flyers, coordinating blog posts, social media and newsletter announcements with program coordinator), and processing registrations (including payments), as well as sending contract, letters, emails, evaluation form, payment and final report to workshop coordinator.
- Handle routine office correspondence as needed; open, sort, and date-stamp all incoming mail.

+ *Other duties as assigned*

## REGION 2 ARTS COUNCIL BOARD ROSTER FOR FY15

Beltrami		First Approved Delegate
<p><b>Justin Holley, Vice Chair</b>                      126 Walborg Ave. NE                      Bemidji, MN 56601                      218-209-1426 (h)                      jholley03@yahoo.com                      Literary, Musical, Theatrical Artist, Arts Appreciator and Consumer  <b>2<sup>nd</sup> term ends: 6/30/16</b></p>	<p><b>Natalie Woods Grosfield, Treasurer</b>                      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  <b>1<sup>st</sup> term ends 6/30/15</b></p>	<p><b>Kathy Gustafson</b>                      6763 Maple Beach Court NE                      Bemidji, MN 56601                      218-586-2973 (h) 218-251-1872 (cell)                      animalartplus@yahoo.com</p>
Clearwater		
<p><b>Linda Kaul</b>                      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  <b>2<sup>nd</sup> term ends: 6/30/16</b></p>	<p><b>Gayle Highberg</b>                      37386 211<sup>th</sup> Ave.                      Bagley, MN 56621                      218-760-8753 (cell)                      gaylehh@gvtel.com                      Visual Artist and Arts Appreciator  <b>1<sup>st</sup> term ends: 6/30/16</b></p>	<p><b>Malotte Backer</b>                      108 Lomond Drive NW, PO Box 155                      Bagley, MN 56621                      218-694-6164 (w) 218-694-2388 (h)                      cbacker@gvtel.com</p>
Hubbard		
<p><b>Jill Johnson</b>                      502 North St. E                      Park Rapids, MN 56470                      218-732-8130 (h)                      jillj@arvig.net                      Literary Artist, Arts Appreciator and Advocate  <b>1<sup>st</sup> term ends: 6/30/16</b></p>	<p><b>Steve Prenevost, Chair</b>                      17661 Enchanted Drive                      Park Rapids, MN 56470                      218-732-9617(h) 218-255-4779 (cell)                      sprenvest5@gmail.com                      Arts Appreciator, Consumer and Advocate  <b>2<sup>nd</sup> term ends: 6/30/15</b></p>	<p><b>Richard Longtine</b>                      1002 Park Avenue North                      Park Rapids, MN 56470                      218-732-5275(h)                      longlok@arvig.net</p>
Lake of the Woods		
<p><b>Mary Boomgaarden</b>                      3904 Pitt Road NW                      Baudette, MN 56623                      218-634-1088 (h)                      m_boomgaarden@yahoo.com                      Visual Artist, Film Artist, Photographer  <b>1<sup>st</sup> term ends: 6/30/16</b></p>	<p><b>Nancy Cole</b>                      2122 82nd Ave. NW                      Williams, MN 56686                      218-783-2325 (cell)                      lcole@wiktel.com                      Musical, Dance, Theatrical Artist, Arts Appreciator and Advocate  <b>2<sup>nd</sup> term ends: 6/30/15</b></p>	<p><b>Diana McLain</b>                      5540 County Road 3 SW                      Williams, MN 56686                      218-783-3135 (h)                      218-434-0705 (cell)                      kmclain@wiktel.com</p>
Mahnomen		
<p><b>Joseph Allen, Secretary</b>                      31332 County Highway 34                      Ogea, MN 56569                      218-849-1679 (h) 218-983-3114 (cell)                      josephjallen@me.com                      Photographer, Film Artist, Traditional Crafts Artist and Arts Advocate  <b>1<sup>st</sup> term ends 6/30/15</b></p>	<p><b>Sandra Roman</b>                      39496 Archers Acres                      Waubun, MN 56589                      218-734-2473(h) 701-429-7853 (cell)                      roman@eot.com                      Visual Artist, Arts Appreciator and Advocate  <b>1<sup>st</sup> term ends: 6/30/16</b></p>	<p><b>Lois Schaedler</b>                      45303 180th Ave. SE                      Winger, MN 56592                      218-935-2843(w)                      218-938-4421(h)                      lschaedler@yahoo.com</p>
<b>Staff:</b>		
<p><b>Terri Widman, Executive Director</b>                      405 Clausen Ave. SW #1                      Bemidji, MN 56601                      218-759-8805 (h)                      218-751-5447 or 1-800-275-5447 (w)</p>	<p><b>Laura Dehler-Seter</b>                      4330 Waville Rd. NE                      Bemidji, MN 56601                      218-849-2996 (cell)                      218-751-5447 or 1-800-275-5447 (w)</p>	<p><b>Holly Alcott</b>                      36659 233<sup>rd</sup> Ave.                      Shevlin, MN 56676                      218-766-2721 (cell)                      218-751-5447 or 1-800-275-5447 (w)</p>

**Region 2 Arts Council  
List of Approved Delegates**

To be called only if the first delegate from your county is not available.

**Beltrami County**

**Patricia M. Rall**

4840 Knollwood Drive, NE  
Bemidji, MN 56601  
218-755-8942 (h)  
prall@midco.net

**William Edwin Smith**

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**Anthony Swann**

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Email: none

**Michael Forbes**

5407 Jackpine Road, NW  
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751-2894 (w)  
751-0764 (h)  
portagerat@yahoo.com

**Jody Johnson**

18227 Langord Court, NE  
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835-4717 (h)

**Clearwater County**

**Karen Edevold**

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**Nancy Brown-Colligan**

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**Brenda L. Knable**

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**Becky Agnew**

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**Hubbard County**

**Deane Johnson**

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**Candyce Fitzloff-  
Westfield**

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**Beverlee Olson**

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**Marsha Wolff**

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**Lake of the Woods  
County**

**Susan Hopkins**

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**Christine Rudnicki**

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**JoAnne Kellner**

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**Joyce Washburn**

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**Deb Carlson**

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**Mahnomen County**

**Germaine Riegert**

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lriegert@hotmail.com

**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.

**Natalie Grosfield, TREASURER**, 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, SECRETARY**, 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.

**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.

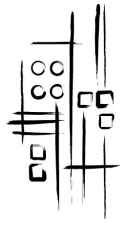
**Linda Kaul**, Clearwater County. Linda graduated from Norman Thomas High School for Commercial Education in New York and is currently an Eligibility Worker for the Clearwater County Department of Human Services. She has performed in Czechoslovakian plays in NYC and is involved with Art in the Park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

**Gayle Highberg**, Clearwater County. Gayle received her B.S. degree in Business Administration with a Minor in Art from the University of North Dakota. She has previously served on the NW Minnesota Arts Council and is interested in contributing to the arts through R2AC. She is a photographer and a visual artist who works in acrylic, mixed media and watercolor.

**Jill Johnson**, Hubbard County. Jill earned a B.S. from the University of North Dakota and is a Masters degree candidate in English at Bemidji State University. She is the former owner of the Beagle Book store in Park Rapids and she is a writer. Her book "Little Minnesota: 100 Towns Around 100" was published in 2011. Her involvement with the arts includes the Park Rapids Community Band, the Classic Chorale, Nemeth Art Center and the Park Rapids library. She is also an arts appreciator, advocate and consumer.

**Sandra Roman**, Mahnomen County. Sandra received a M.S. degree from Minnesota State University-Moorhead in Curriculum and Instruction and a B.S. from Moorhead State University in Art Education. Sandra taught art in the public schools of Belgrade, Breckenridge and Mahnomen for 34 years and maintains her interest in the arts through community activities. She previously served on the R2AC board for two terms. She is currently teaching art to children who are home schooled and she is an arts appreciator, advocate and consumer.

**Mary Boomgaarden**, Lake of the Woods County. Mary received a Materiel Facilities Specialist certificate from the Community College of the Air Force. She is a volunteer at the Lake of the Woods County Museum and the Baudette Food Shelf. Mary is a visual artist, photographer and videographer. Her interests include music and theater.



REGION 2  
**ARTS**  
COUNCIL

**Anishinaabe Arts Initiative Council**  
**Fiscal Year 2015**

**Mary Guardipee**

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**Genny Lowry**

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**Delina White**

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**Bernice Mitchell-Diver**

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

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Poetry and Music  
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**Staff:**

**Terri Widman, Executive Director**  
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751-5447 or 1-800-275-5447 (work)

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

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

From: **Holly Alcott** [staff@r2arts.org](mailto:staff@r2arts.org)   
Subject: PSA - Public Hearing of R2AC Biennial Plan  
Date: May 7, 2015 at 1:03 PM  
To:

**May 7, 2015 - FOR IMMEDIATE RELEASE - Please publish, broadcast and announce in all local news venues and add to all local community calendars - Thank you!**

## **2016-2017 R2AC BIENNIAL PLAN PUBLIC HEARING**

The Region 2 Arts Council will hold a public hearing on Tuesday, May 12, 2015 at noon to present, and obtain feedback and comments on, the 2016-2017 Biennial Plan. The plan includes the needs assessment summary, an overview of R2AC goals and strategy and a description of the new grants programs. The hearing will be held at the R2AC office at 426 Bemidji Ave.

Thank you for your continued coverage of our activities and events!!



PSA FY16-17 Biennial  
Plan

Holly Alcott  
Grants Coordinator

Region 2 Arts Council  
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Bemidji, MN 56601  
218-751-5447 or 1-800-275-5447  
[staff@r2arts.org](mailto:staff@r2arts.org)  
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