

Tippecanoe Arts Federation
Arts Facility Needs Assessment
May 27, 2009
Wells Building, 3:00 p.m.

- I. Welcome and Introductions: Members present include Todd Wetzel, Barry Rubin, Ken Bootsma, Julie Ginn, Chris Brown, Charlie Shook, Kendall Smith and Tetia Lee. Wetzel opened the meeting at 3:10 p.m.
 - a. Contact sheet: All present were asked to confirm their contact information. Updates and additional information was given.
 - b. Summer calendar: Members of the committee were asked to identify their availability over the summer in order to schedule additional meetings.
- II. Brief contextualization and history of the project
 - a. LSO grant application to North Central Health Services (NCHS) requesting \$31,500: Both Bootsma and Wetzel provided an overview of the history of the proposal including original submission date and NCHS response. It was stated that Lee was sent a letter from NCHS asking for TAF's verification that the proposal submitted was consistent with the goals and strategies of the recently completed Cultural Plan. Wetzel, Rubin and Brown (members of the Transition Team) worked directly with Bootsma and LSO President Rab Mukerjea to amend the original proposal and create a logical process outline. *The committee referenced the original proposal Bootsma submitted on behalf of the Lafayette Symphony Orchestra.*
 - b. Cultural Planning process and document
 - i. Adjustment of project scope: Wetzel reviewed the goals of the Cultural Plan (specifically strategies 1.2 and 1.3). Both strategies would be addressed through action within the committee's oversight. Strategy 1.3 (facilities needs assessment) would be executed through the procurement of a consultant(s) and strategy 1.2 (development of cultural facilities master plan) would be executed through collaboration with consultant but through work conducted by a volunteer or group of volunteers. *The Executive Summary and the Technical addendum were referenced.* Bootsma informed the group that the City of Lafayette had agreed to provide \$150,000 for the capital improvements of the Long Center over a three year period. Wetzel asked that communication regarding capital improvements on facilities would aide in informing the process of needs assessment.
 - ii. Call for a needs assessment: As specified in the Cultural Plan conducted by Wolf/Brown, a needs assessment for arts and cultural organizations and their venues should be conducted.
 - c. Funding opportunities on the table
 - i. NCHS: Rubin stated that in response to the letter sent to TAF from NCHS regarding the submitted proposal and the consistency with

the goals of the Cultural Plan, he had sent a response in April along with the Arts Facility Process Outline. The letter was aimed at ensuring NCHS that the process was moving forward and that the group had reached consensus on the deliverables for the study.

- ii. Barnabas Foundation: Bootsma stated that funds from the Barnabas Foundation were available for a total of three years. One year has already passed and all funds would need to be expensed before the three year marker or be deemed null and void thereafter.
 - d. Consultant interest to date: Wetzel reported that two consulting groups had expressed interest in conducting the assessment: Willem Brans of Arts Consulting Group with Bill Allison of Planning Stages and Progressive AE of Grand Rapids, Michigan, Discussion within the committee occurred regarding the request for proposals. It was decided that in order to move the process forward in a timely manner, the RFP would be issued specifically to ACG and Progressive. The RFP would be assembled by Wetzel and Rubin with indication that cooperation between the two consulting firms would be ideal to complete each item in their areas of expertise. *Informal and formal proposals submitted from ACG and Progressive were referenced.*
- III. Purpose of work team/scope of responsibility/relationship to TAF and CP: The work team will specify needs assessment work to be completed and charge the consultant to help create rubric for volunteers to survey less technically oriented facilities. TAF, as leader of the implementation of the Cultural Plan, will serve as fiscal agent for funds received from NCHS for the study.
- IV. Process document
- a. Review/revise sequence of components: Wetzel reviewed the Arts Facility Process Outline with the group.
 - b. Identification and division of tasks/subtasks: Wetzel discussed the roles and responsibilities identified within the Outline.
 - c. Role/involvement of consultant(s): A significant goal of this process is to prioritize the community capital cultural needs through the work of the consultant(s).
 - d. Timeline development
- V. Organization and internal governance of work team
- a. Roles and assignments: Bootsma will develop a draft document for additional signatories per the request of NCHS. This will provide the final piece of support material for the release of funds from NCHS and the Barnabas Foundation.
 - b. Establishment of Meeting Schedule: The following dates were identified for the committee to meet:
 - i. June 23
 - ii. July 7
 - iii. August 4The group will meet at 4 p.m. on the above dates at the Wells Community Cultural Center.

