

Tippecanoe Arts Federation
Arts Facility Needs Assessment
June 23, 2009
Wells Building, 4:00 p.m.

- I. Welcome: 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 4:00 p.m.
- II. Request for Proposals
 - a. RFP, as distributed: Wetzel advised the group that though the RFP suggested collaboration between the two groups (ACG and Progressive) they would not be working together. Both firms will assemble a team to fulfill the requests of the proposal in its entirety.
 - b. Status and discussion of RFP responses
 - i. Progressive AE: Kathleen Ponitz, VP: Wetzel stated that Progressive would submit a proposal after a site visit tentatively scheduled for Tuesday, June 30th from 2-5 p.m.
 - ii. ACG: Willem Brans, VP: Wetzel led the group through a review of the proposal submitted by Brans on behalf of ACG.
- III. Finance: status/update from funders
 - a. NCHS re TAF/Cultural groups MOU's: Lee reported that she was waiting to receive the MOU's from the organizations in order to submit the support letter from TAF. Bootsma stated that the letter from the LSO was sent last week to TAF and Long Center had also sent their letter to TAF. Lee stated that the letters had not yet been received in TAF's offices.
 - b. Barnabas Foundation: Bootsma reported that he had touched base with the Barnabas Foundation and that he had included the letter of support from TAF (drafted by Rubin) in his correspondence with them.
- IV. Division of labor/tasks
 - a. Discussion of communication needs (to TAF board, Transition team, and cultural groups: Lee will communicate with the Directors Roundtable in order to ensure participation. Information that organizations will be asked to share will be shown at the aggregate level. Lee and Rubin will keep the TAF board up to date on the progress of the Needs Assessment.
 - b. Timeline development: Potential tours of facilities will be scheduled during Progressive's visit.
- V. Organization and internal governance of work team
 - a. Roles and assignments: Wetzel will generate an informational paragraph to be distributed to the arts organizations by July 1. A letter will be drafted by TAF board and sent out to arts organizations (Presidents).