

CONNECTICUT COMMISSION ON CULTURE AND TOURISM

**Monday, January 7, 2008
755 Main Street, One Financial Plaza
Hartford, Connecticut**

MINUTES - Revised

Present: Chairman Michael Price, Karen Arnold, Nicholas Bellantoni, Carolyn Cicchetti, Anne Elvgren, Walter Fiederowicz, Betty Hale, Helen Higgins, Ed Marcus, Larry McHugh, Ed McKeon, Guy Ortoleva, Paul Pozzi, Clem Roy, Rita Schmidt, Ann E. Sheffer, Will K. Wilkins, and Ted Yudain

Absent: Charles Bunnell, Jack Condlin, Arthur Diedrick, Bruce Fraser, Daniel Heffernan, John Hollander, Harvey Hubbell V., Herbert Jay, Fritz Jellinghaus, Greg Johnson, and Walter Woodward (sabbatical)

Staff & Guests: Barbara Cieplak, Mary Donohue, Wayne Gannaway, Leigh Johnson (Recording), George Norfleet, Karen Senich, Donna Simpson, and An-Ming Truxes

I. CALL TO ORDER

The meeting of the full Commission was held on Monday, January 7, 2008 at the Connecticut Commission on Culture & Tourism and was called to order.

II. APPROVAL OF MINUTES

On a motion made by Ted Yudain, second by Clem Roy, the minutes of November 26, 2007 were approved as circulated. (Y-14, N-0)

III. CHAIRMAN'S REPORT – Michael Price Reporting

The Chairman reported George Krivda has resigned as Commissioner from the Connecticut Commission on Culture & Tourism. Commissioner Walter Woodward is on sabbatical and Dr. Bruce Stave is Acting State Historian and will be attending the full Commission meetings on behalf of Commissioner Woodward.

At the last Executive Committee meeting held on December 12, 2007, the committee approved the Challenge and Co-Operative Program guidelines.

IV. Acting Executive Director – Karen Senich Reporting

New Staff Appointments

Acting Executive Director Senich announced that Jennifer Haag has joined the history division as a processing technician, and comes to CCT from the DMV. Stacey Vairo will be joining the history division and will be the national and state register coordinator working on the national historic landmarks and scenic roads.

Position Postings

There are four (4) vacant positions posted for the agency:

Secretary I – History Division – part-time
Film Director – Film Division – full-time
Senior Program Associate – 2 positions for the Film Division – full-time

Ribbon Cutting & Open House Ceremony

A Ribbon Cutting and Open House Ceremony for the Connecticut Commission on Culture & Tourism is scheduled for Tuesday, January 22, 2008 at 4:30 p.m. Invitations will be sent to all Commissioners. The Governor, Chairman Price, Department of Public Works Commissioner Raeanne Curtis, and Karen Senich will address invited guests. Performers from Artists Collective, Neighborhood Music School and the State Troubadour will perform during the event.

Strategic Plan

The Strategic Plan is in the last phase of approval at the Office of Policy and Management. Upon OPM's approval, the RFP will be posted to solicit qualified vendors/firms to submit proposals.

V. Action Items

- A. *Commissioner Yudain recused himself and left the meeting room prior to discussion and action on the following motion.*

On a motion by Ann Sheffer, second by Carolyn Cicchetti, the Connecticut Commission on Culture & Tourism approved Lou Ursone for the 2008 Elizabeth Mchaffey Fellowship. (Y-13, N-0) Commissioner Yudain returned to the meeting room.

- B. *On a motion by Paul Pozzi, second by Clem Roy, the Connecticut Commission on Culture & Tourism approved John O'Donnell for the 2008 Art in Public Spaces Fellowship. (Y-14, N-0)*

- C. *On a motion by Ann Sheffer, second by Rita Schmidt, the Connecticut Commission on Culture & Tourism approved 36 artists for the FY 08 Artist Fellowship Program for visual arts in the amount of \$130,000. Discussion held. (Y-11, N-3 Commissioners Marcus, Ortoleva, Roy)*

On a motion by Walter Fiederowicz, second by Rita Schmidt, the Connecticut Commission on Culture & Tourism adopted a Resolution that agency-wide grant program committees review their grant applications and processes for their grant program, and to notify all grant applicants that Commission members take seriously that all information required on grant applications must be entirely completed. Resolution to be implemented prior to the next cycle of grants. (Y-14, N-0)

- D. *On a motion by Paul Pozzi, second by Nichols Bellantoni, the Connecticut Commission on Culture & Tourism approved the 2008 Historic Preservation Enhancement Grant to the Town of Fairfield for consulting services in the amount of \$2,800. (Y-14, N-0)*

- E. *On a motion by Paul Pozzi, second by Ann Sheffer, the Connecticut Commission on Culture & Tourism approved the 2008 Supplemental Certified Local Government Grant to the Town of Fairfield for a historic resource survey in the amount of \$22,500. (Y-14, N-0)*

- F. *On a motion by Carolyn Cicchetti, second by Clem Roy, the Connecticut Commission on Culture & Tourism approved the cancellation of a 2005 Historic Restoration Fund Grant in the amount of \$55,000 to the City of New Haven for East Rock Park Soldier's and Sailor's Monument. (Y-14, N-0)*

- G. *On a motion by Larry McHugh, second by Anne Elvgren, the Connecticut Commission on Culture & Tourism approved the Co-Operative Marketing Grant awards to: The Maritime Aquarium of Norwalk, Inc. for billboard advertising in the amount of \$30,000; New Britain Museum of American Art, Inc. for billboard advertising in the amount of \$30,000; Town of Fairfield Arts Council for strategic planning in the amount of \$2,000; Lyme Historical Society – Florence Griswold Museum for billboard advertising in the amount of \$17,856; and Lyme Historical Society – Florence Griswold for newspaper advertising in the amount of \$14,714.*

Discussion held. (Y-14, N-0)

H. *No action or consideration taken – resolution withdrawn.*

I. *On a motion by Larry McHugh, second by Ted Yudain, the Connecticut Commission on Culture & Tourism approved a fellowship grant award to Melinda Testori for one year. Grant may be renewed for an additional one-year extension. (Y-14, N-0)*

VI. Report of the Audit Committee – Anne Elvgren Reporting

The Audit Committee met on November 26, 2007 and reviewed the October 30, 2007 Auditor's Report completed by the Auditors of Public Accounting. This is the first audit report for the agency since the agency was created.

All of the items identified by the auditors during the audit were discussed with agency staff. Staff provided information, answered questions and provided responses to each of the recommendations listed in the report.

The Audit Committee is pleased to report no instances were found of non-compliance required to be reported under government auditing standards. There were no material/significant weaknesses. Fourteen (14) items were identified as reportable conditions. The committee reviewed each of the fourteen items identified, and categorized them as high, medium and low importance to operations of the organization. The items categorized as high importance were items relating to the internal control and processing procedures – particularly those relating to grant-making and monitoring process. Remedies for all items reported have been initiated for corrective action; with most of the identified items being completed or in process.

The Audit Committee will meet in six (6) months to make sure that all remedies reported to the auditors are executed.

VII. Other Business

None at this time.

VIII. Motion to Adjourn – a motion to adjourn was made, and so moved. All in favor.

IX. Next Full Commission Meeting – Monday, March 31, 2008, 1:30 p.m., One Constitution Plaza, main conference room.

Future Actions

- All Grant Committees to review grant applications and processes and to ensure all applications are entirely completed.
- Audit Committee to meet in May 2008.

Tabled Items

- None.

Respectfully submitted by:
Leigh Johnson