

# LRAC FY 18-19 Biennial Plan

---

## *Biennial Plan*

### ***Lake Region Arts Council***

---

133 Mill St S  
Fergus Falls, MN 56537

O: 2187395780

### ***Maxine Adams***

---

133 Mill St S  
Fergus Falls, MN 56537

directorlrac@gmail.com  
O: 2187395780

# Application Form

---

## **Mission**

---

### **Project Name\***

LRAC FY 18-19 Biennial Plan

### **Mission statement\***

“The mission of the Lake Region Arts Council is to encourage and support the vitality of the arts in west central Minnesota.”

### **Vision statement and/or other strategic guiding statements**

none

Our Regional Arts Council has accepted the 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 working together to accomplish this vision over the next 25 years. <http://www.arts.state.mn.us/about/vision.htm>

Yes

## **Demographics**

The Lake Region Arts Council serves the nine counties of: Becker, Clay, Douglas, Grant, Otter Tail, Pope, Stevens, Traverse and Wilkin in west central Minnesota. This area encompasses 8,073 square miles and has a total population of 227,048. The largest city is Moorhead, pop. 42,005, contrasted with the least populated county in the state, Traverse, pop, 3,405. There are only three cities over 10,000 in population. All counties are over 90.5% white in racial makeup. Counties with over 1% minority racial makeup are: Becker, 5.95% Native American, Traverse, 2.47% Native American, Clay, 1.88% Hispanic and 1.00% Native American.

## **Executive Summary (optional)**

## **Needs Assessment**

---

### **Needs assessment process\***

Lake Region Arts Council (LRAC) instituted improvements to the Needs Assessment process for the FY18-19 Biennial Plan. The FY16-17 Regional Arts Advisory Committee provided feedback to LRAC that they would like to see an increase in the number of respondents to the Needs Assessment and a broader variety of respondents, not just LRAC grant applicants and services recipients.

LRAC was also aware that the FY18-19 Needs Assessment would need to address two new areas of consideration. First, because LRAC is committed that, “access to our grants and services is available to everyone regardless of national origin, race, color, creed, religion, disability, gender/gender identity, economic status or political affiliation.” We wanted feedback about what activities would responders value to

help build equitable access to LRAC grants and services for underrepresented groups in the LRAC region? Secondly, would artists value having access to Artist Resource Experts based in the LRAC area, who could give ongoing support to connect them with statewide resources.

To address the concern about surveying a broader audience, the FY18-19 Needs Assessment was distributed via the LRAC Facebook page and a mass email announcement. The invitation to participate in the survey went to over 2,000 people compared to 290 in the FY16-17 survey. The new survey went to all types of residents of the LRAC region compared to only grant applicants, and recipients of LRAC services. The new survey resulted in 155 responses compared to 55 responses in the FY 16-17 survey, an increase of almost 300%. LRAC also added evaluative tools that included, a Board satisfaction survey that focused on stewardship, individual in person meetings with our funders and main partners, MSAB, The McKnight Foundation, Springboard for the Arts and MCA. A great deal of effort and time was invested in gathering feedback and support for the LRAC FY18-19 Biennial Plan from many sources.

LRAC wanted to be sure we had the support of our constituents before we proceeded with the new concepts of building equitable access and providing access to Artist Resource Experts based in the LRAC area, who could give ongoing support to connect artists with statewide resources. We added appropriate questions to the survey to gather feedback. Respondents were very supportive of these new concepts.

## Needs Assessment Results Summary\*

For existing LRAC grants and services, the feedback was for LRAC to continue providing these grants and services with minor adjustments. All grants and service were either valued, highly valued or extremely valued. There will be minor changes to the workshops, Arts Newsletter and Arts Calendar to increase the number of people using these services.

The needs assessment responses for building equitable distribution identified the following in order of preference:

- LRAC should partner with existing providers of services to underrepresented groups
- LRAC should work on building direct relationships with underrepresented groups
- LRAC should have an advisory committee consisting of representatives from underrepresented groups/artists

For access to resources, individual artists responded that they would find it very helpful or extremely helpful to have access to One on one appointments with a resource specialist who can explain what's available and how to connect with resources and ongoing personal support from a resource specialist.

Interviews with our funding partners provided encouragement and support for the new focus of equitable access for underrepresented groups and adding access to regional Arts Resource Experts.

Based on extensive collection of feedback, LRAC has used that input to develop a robust and innovative plan for the next Biennium. We have developed a plan for the future that is supported by our partners, our constituents and our Board, we face that future with high expectations and a deep sense of responsibility.

## Needs assessment date\*

Attached

**Comment:** FY 2017

## Needs Assessment URL link

<http://survey.constantcontact.com/survey/a07editlsvhiw2tvya7/start>

## Planning Process

---

### Description of the planning process\*

Individual interviews with LRAC partners, MSAB, The McKnight Foundation, Springboard for the Arts and MN Citizens for the Arts occurred in September and October 2016. The Needs Assessment Survey was conducted in November and December, 2016, the LRAC Board Satisfaction Survey was conducted in Feb. 2017. The LRAC Executive Director compiled feedback from these sources and developed a draft set of Goals for the FY 18-19 Biennial Plan in Feb. 2017. On Feb. 11, 2017 the LRAC Board reviewed the Needs Assessment Survey results, the summary of the individual interviews with LRAC partners, and the results of the LRAC Board satisfaction survey and the draft of the FY18-19 Biennial plan goals. The LRAC Board and LRAC Executive Director spent time identifying each goal and its relationship to the 25 year goals and key strategies. At the end of the Feb. 11 discussion, the LRAC Executive Director was given permission to complete a second draft of the FY18-19 Biennial Plan that was submitted for public review at the March 21, 2017 LRAC Board meeting. Notice of the meeting was made public and a copy of the plan was available for review at the LRAC office and online at least 3 days prior to the March 21, 2017 meeting. The proposed plan was presented so that the public could offer input. A written record of the public meeting will be kept on file at the LRAC office for a period of one year. The FY18-19 Biennial Plan was approved at the March 21, 2017 meeting. The final plan was submitted before May 1, 2017.

### Public Meeting Date\*

03/21/2017

## Budget

---

### Budget Upload\*

FY18 FY 19 MSAB Budget Reports.pdf

## Grants and Services Offered

---

### Describe Grants\*

LRAC offers 9 grant programs, Project Grants, Operating Support Grants, Artist Mentor Grants, Legacy Grants for Organizations, Legacy Grants for Individuals, Legacy Grants for Local Governments, Career Development Grants, Artist Quick Start Grants and Artist Fellowships.

Grants funded by the general appropriation:

Project Grants, Applicants may request up to \$3,000 per grant request with a maximum of \$5,000 funding annually. There are two grant rounds per year. Review Criteria is Merit and artistic quality of the project or of the service to the arts, Need for the project, the ability of the applicant to accomplish the project. Guidelines are attached.

Grants funded by general appropriation and Legacy funds:

Operating Support Grant Program:

Eligible arts organizations may request up to a maximum of 10% of their annual expenses, not to exceed \$6,000. There is one grant round per year. Final reports from the grant recipients are due in the spring of the year following the year of funding. Guidelines are attached.

Artist Mentor Grant Program:

The Artist Mentor Program provides support to up to 16 students in grades 9-11. Each student receives a \$50 stipend and each mentor receives a \$600 mentoring fee. The Artist Mentor Program supplements arts education programs in our region's high schools by providing selected students the opportunity to study their chosen art with a practicing, professional artist. The goals are to enhance the student's artistic creativity and skill and to promote personal growth. The program also helps qualified artist in the area by employing them as mentors. Guidelines are attached.

Grants funded by the Arts and Cultural Heritage Fund

Organizational Legacy Access, Education and Cultural Heritage grants, available to non-profit arts organizations, other non-profits with a project that has art as its primary focus, local governments and educational institutions. Projects do not have a maximum request amount and there are two grant rounds per year. Review Criteria is Merit and artistic quality of the project or of the service to the arts, Need for the project, the ability of the applicant to accomplish the project. Guidelines are attached.

Individual Artist Legacy Access, Education and Cultural Heritage grants, available to individual artists that wish to do projects in the three key areas of access, education and/or cultural heritage. Projects do not have a maximum request amount and there are two grant rounds per year. If an artist requests \$10,000 or more they must have a fiscal agent for their project. Review Criteria is Merit and artistic quality of the project or of the service to the arts, Need for the project, the ability of the applicant to accomplish the project. Guidelines are attached.

Local Government Legacy Access grant: LRAC will provide grants for Local Governments to recognize county, city and township governments that support the arts and to encourage local government leaders to use the arts to build healthy communities. The awards are for \$10,000 per year for a limit of two consecutive years. LRAC awards one grant per year. Local governments must establish an Arts Advisory Committee as part of their government structure. There are two grant rounds per year. Review Criteria is merit and artistic quality of the project or of the service to the arts, need for the project, and the ability of the applicant to accomplish the project. Guidelines are attached.

## Describe Services\*

Services provided to the nine county region:

Artist Registry, a computerized registry of all artists in the region who wish to be listed. It is used to put artists in touch with grant, exhibit and job opportunities

Arts Headline News Letter, published electronically 12 times a year

Arts Calendar, a free online listing of regional arts events

Workshops, offering a minimum of three workshops for artist per year

Networking, offering a minimum of two opportunities for artists and arts organizations to network.

Surviving to Thriving Capacity Building Program, a program for arts organizations focused on helping to build capacity in the areas of financial management, strategic planning, evaluation, publicity and board leadership.

LRAC Website, LRAC website can be found at [www.lrac4.org](http://www.lrac4.org). The website provides online grant forms, expanded information about LRAC services, an arts calendar and access to the Art Headline newsletter.

Work Sample Improvement Program, LRAC will provide the opportunity to individual artists to improve their work sample photographs through having their art work photographed by a professional photographer; attend classes on how to photograph their own art work and to attend workshops on how to develop a promotional tool kit.

Publicity/Public Awareness, LRAC will contract with a media specialist to promote regional arts on social media, LRAC website and to produce video related to regional artists and arts activities. Videos will be available free of charge for artist and arts organizations to promote their activities.

Arts Resource Fair, LRAC hosts a gathering of representatives from state wide resources for artists and regional artists so that they can meet and form relationships that are beneficial to both parties. LRAC does not plan to hold a full scale Arts Resource Fair in this Biennium. A reduced version maybe held in FY19 depending on the impact of the new Artist Resource Experts.

Artist Resources Experts, LRAC will provide access to two regional resource experts who will support artists as they work on achieving their goals. Artist Resource Experts will provide one on one appointments to explain what's available and how to connect with resources and ongoing individual support. Arts Resources Experts will meet with artists at flexible times and locations. This is a pilot project in partnership with Springboard for the Arts. The Arts Resource Experts will be LRAC independent contractors. They will receive intensive orientation from arts resource organizations located outside our region, mainly in the Twin Cities area, and will act as a liaison between regional artist and statewide resources, such as funders, public art opportunities, exhibition, performance and galley spaces and opportunities to increase artists' success. Springboard is interested in collecting data about this approach to helping artists and if successful would work with LRAC to use the model in other locations in Minnesota and perhaps nationwide. This pilot has grown out of the success of the Arts Resource Fair and is a response to the needs identified by artists in the needs assessment survey.

Building Equitable Distribution of Grants and Services, Based on the 2017 LRAC Needs Assessment feedback, our constituents highly valued the following LRAC equitable distribution efforts:

- LRAC should partner with existing providers of services to Native American, Hispanic artists and arts organizations.
- LRAC should work on building direct relationships with Native American, Hispanic artists and arts organizations.
- LRAC should have an advisory committee consisting of representatives from Native American, Hispanic artists and arts organizations.

Since this is a new goal for LRAC, the activities we will consider could include, but would not be limited to the list of activities below. We will also be exploring how we can work with the McKnight Foundation for possible funding support and with Region 2 to support work with the White Earth Reservation, since our RACs share the Reservation's geography.

List of activities to consider:

Reach out to First Peoples Fund which is based in South Dakota and serves Native Artists in Minnesota. We will be investigating how we could best support/partner with their work with Native Artists in our region. LRAC will include Springboard for the Arts and Region 2 in the conversations.

Identify an organization and/or individuals that work with Hispanic Artists/art projects and explore how LRAC can best support their work.

Work with existing contacts from Native American, Hispanic artists and arts organizations to build more and stronger relationships.

Gather Native American, Hispanic artists and arts organizations advisory group that would give feedback on LRAC grant application process, on LRAC services offered and how to make the regional/state arts system more accessible.

## Grants and Services Supported Primarily with Other Funding\*

Grants funded by the McKnight Foundation

Individual Artist Quick Start Grant Program:

Individual artists may request up to \$750 for such things as equipment, attending workshops, traveling to study with a master artist, or purchasing supplies. There is one grant round per year. Guidelines are attached.

Career Development Grant Program:

Individual artists may request up to \$1,200 to develop their artistic careers.

There is one grant round per year. Guidelines are attached.

Fellowship Grant Program:

The purpose of this program is to recognize, reward, and encourage outstanding individual artists in the region. Applicants may request \$5000 to support a broad range of study or activities that contribute to their career as an artist. Guidelines are attached.

Exhibit Gallery & Meeting Room, LRAC provides a 1,200 sq. foot exhibition space for rotating art exhibits, performances, meetings and workshops.

Springboard for the Arts, Fergus Falls regional office. LRAC partners with Springboard for the Arts to provide office space for a regional office of Springboard for the Arts. This partnership provides easier access and more support to regional artists. This has been a highly successful partnership, increasing the number of artists reached and providing a broader range of services. This office also provides services to Region 5.

Arts Resource Fair, LRAC hosts a gathering of representatives from state wide resources for artists and regional artists so that they can meet and form relationships that are beneficial to both parties. Partially funded by McKnight.

## Grants and Services File

### Grant Guidelines

<http://www.lrac4.org>

## Work Plan Overview

---

Regional Arts Councils completed this sections if there are more than five priorities to describe, if they needed additional space for strategies, OR if they preferred to include their entire work plan in one place. It is optional.

## Work Plan- optional Strategy Section- optional

### **Work Plan: Priority 1**

---

#### **Priority 1 Heading**

To offer grants that provide financial support to artists and organizations providing arts activities.

#### **Priority 1 Objectives**

Briefly describe the strategies and/or work objectives your organization will employ to address this Priority.

To offer grants that provide financial support to artists and organizations providing arts activities.

Supports 25 Year Goal: #5, The Arts Thrive in Minnesota

Achieving 25 Year Outcome, #5b, Minnesota artists say they have access to the resources, information, markets, etc. they need, and #5c Minnesota arts organizations report having access to the resources, information, personnel, audiences, etc. they need

#### **TOP GOALS**

As stated on the MN State Arts Board Website:

"In order to realize our legacy vision, the Minnesota State Arts Board and the Minnesota's regional arts councils must work together to accomplish the following goals" :

1. The arts are interwoven into every facet of community life.
2. Minnesotans believe the arts are vital to who we are.
3. People of all ages, ethnicity, and abilities participate in the arts.
4. People trust Minnesota's stewardship of public arts funding.
5. The arts thrive in Minnesota.

#### **Goals addressed in Priority 1**

Indicate which of the top goals listed above are supported through the efforts described in Priority 1.

5

#### **Outcome for Priority 1 (MEASUREPROP 1)**

Minnesota artists and arts organizations say they have access to the resources, information, markets, and personnel, audiences, etc. they need.

#### **Indicators for Priority 1 (MEASURESUCCESS 1)**

In the FY 18 and FY 19 of those receiving grants from the LRAC, 75% will indicate that their project was artistically successful, reached the target constituency and had community impact.



## Evaluation Methods for Priority 1 (MEASUREEVAL 1)

The evaluation is measured by how well the project achieved the grant review criteria categories of Merit and Artistic Quality and Need for the Project.

## Work Plan: Priority 2

---

### Priority 2 Heading

To offer services that provide technical support to artists and organizations providing arts activities.

### Priority 2 Objectives

Briefly describe the strategies and/or work objectives your organization will employ to address this Priority.

Goal : To offer services that provide technical support to artists and organizations providing arts activities.

Supports 25 Year Goal: #5, The Arts Thrive in Minnesota

Achieving 25 Year Outcome, #5b, Minnesota artists say they have access to the resources, information, markets, etc. they need, #5c Minnesota arts organizations report having access to the resources, information, personnel, audiences, etc. they need.

### Outcome for Priority 2 (MEASUREPROP 2)

Minnesota artists and arts organizations say they have access to the resources, information, markets, and personnel, audiences, etc. they need.

### TOP GOALS

As stated on the MN State Arts Board Website:

"In order to realize our legacy vision, the Minnesota State Arts Board and the Minnesota's regional arts councils must work together to accomplish the following goals" :

1. The arts are interwoven into every facet of community life.
2. Minnesotans believe the arts are vital to who we are.
3. People of all ages, ethnicity, and abilities participate in the arts.
4. People trust Minnesota's stewardship of public arts funding.
5. The arts thrive in Minnesota.

### Goals addressed in Priority 2

Indicate which of the top goals listed above are supported through the efforts described in Priority 2.

5

## Indicators for Priority 2 (MEASURE SUCCESS 2)

In FY 18 and FY 19 of those receiving services from the LRAC, 75% will indicate that the services provided by LRAC are important or very important to them and have provided access to variety of resources they need.

## Evaluation methods for Priority 2 (MEASUREEVAL 2)

This will be measured by the FY 19 Needs Assessment survey and post activity surveys.

## Work Plan: Priority 3

---

### Priority 3 Heading

To provide equitable distribution of grants and services to artists and organizations providing arts activities.

### Priority 3 Objectives

Briefly describe the strategies and/or work objectives your organization will employ to address this Priority.

Goal : To provide equitable distribution of grants and services to artists and organizations providing arts activities.

Supports 25 Year Goal: #3, People of all ages, ethnicity, and abilities participate in the arts.

Achieving 25 Year Outcome, # 3b, Minnesotans are aware of arts offerings in their communities and believe the arts are available to them, # 3c, Applicants, grantees and panelists believe that the LRAC grant making process is equitable

### TOP GOALS

As listed on the MN State Arts Board Website:

"In order to realize our legacy vision, the Minnesota State Arts Board and the Minnesota's regional arts councils must work together to accomplish the following goals" :

1. The arts are interwoven into every facet of community life.
2. Minnesotans believe the arts are vital to who we are.
3. People of all ages, ethnicity, and abilities participate in the arts.
4. People trust Minnesota's stewardship of public arts funding.
5. The arts thrive in Minnesota.

### Goals addressed in Priority 3

Indicate which of the top goals listed above are supported through the efforts described in Priority 3.

3

### **Outcome for Priority 3 (MEASUREPROP3)**

Minnesotans are aware of arts offerings in their communities and believe the arts are available to them. Applicants, grantees and panelists believe that the LRAC grant making process is equitable

### **Indicators for Priority 3 (MEASURESUCCESS3)**

The FY 19 Needs assessment survey will indicate that 75% of those responding will agree that LRAC awards grants with fairness to all applicants.

### **Evaluation methods for Priority 3 (MEASUREEVAL3)**

Measured by FY 19 Needs Assessment & successful establishment of advisory panel with members from Native American and Hispanic groups and at least one partnership with an organization that represents an underrepresented group in our region.

## ***Work Plan: Priority 4***

---

### **Priority 4 Heading**

To act as responsible stewards of public funds

### **Priority 4 Objectives**

Briefly describe the strategies and/or work objectives your organization will employ to address this Priority.

Goal : To act as responsible stewards of public funds.

Supports 25 Year Goal: #4, People trust Minnesota's stewardship of public arts funding.

Achieving 25 Year Outcome, # 4a, Minnesotans are satisfied with how state resources for the arts are allocated and with the benefits those resources produce, #4b, Applicants and grantees understand the grant making process, feel that they have been treated fairly, and were provided with good service by LRAC.

### **TOP GOALS**

As listed on the MN State Arts Board Website:

"In order to realize our legacy vision, the Minnesota State Arts Board and the Minnesota's regional arts councils must work together to accomplish the following goals" :

1. The arts are interwoven into every facet of community life.
2. Minnesotans believe the arts are vital to who we are.
3. People of all ages, ethnicity, and abilities participate in the arts.
4. People trust Minnesota's stewardship of public arts funding.
5. The arts thrive in Minnesota.

### **Goals addressed in Priority 4**

Indicate which of the top goals listed above are supported through the efforts described in Priority 4.

4

### **Outcome for Priority 4 (MEASUREPROP4)**

Minnesotans are satisfied with how state resources for the arts are allocated and with the benefits those resources produce.

### **Indicators for Priority 4 (MEASURESUCCESS4)**

The FY 19 Needs assessment survey will indicate that 75% of those responding will agree that LRAC acts as a responsible steward of public funds.

### **Evaluation Methods for Priority 4 (MEASUREEVAL4)**

FY 19 Needs Assessment

## ***Work Plan: Priority 5***

---

### **Priority 5 Heading**

To act as strong advocates for the arts.

### **Priority 5 Objectives**

Briefly describe the strategies and/or work objectives your organization will employ to address this Priority.

Goal : To act as strong advocates for the arts.

Supports 25 Year Goal: # 4 People trust Minnesota's stewardship of public arts funding.

Achieving 25 Year Outcome, # 4a, Minnesotans are satisfied with how state resources for the arts are allocated and with the benefits those resources produce.

### **TOP GOALS**

As listed on the MN State Arts Board Website:

"In order to realize our legacy vision, the Minnesota State Arts Board and the Minnesota's regional arts councils must work together to accomplish the following goals" :

1. The arts are interwoven into every facet of community life.
2. Minnesotans believe the arts are vital to who we are.
3. People of all ages, ethnicity, and abilities participate in the arts.
4. People trust Minnesota's stewardship of public arts funding.
5. The arts thrive in Minnesota.

## Goals addressed in Priority 5

Indicate which of the top goals listed above are supported through the efforts described in Priority 1.

4

## Outcome for Priority 5 (MEASUREPROP 5)

Minnesotans are satisfied with how state resources for the arts are allocated and with the benefits those resources produce

## Indicators for Priority 5 (MEASURESUCCESS5)

In FY 18-19 LRAC will communicate a minimum of 5 times per year informing regional legislators of arts activities and issues. LRAC will maintain membership in MCA, AFTA and participate in Arts Advocacy Day.

## Evaluation methods for Priority 5 (MEASUREEVAL5)

Log of contacts with legislators, membership in MN Citizens for the Arts and Americans for the Arts and participation in Arts Advocacy Day.

## Attachments

---

### Changed Attachments

Indicate changes that have occurred in the Biennial Plan since FY 16-17.

\*E: Names and affiliations of all RAC board members and staff

\*J: Public meeting to gather input on biennial plan

### Organization bylaws

LRAC By LawsNEW 2.15xx.pdf

## Identification of arts experiences and background

Qualifications: (Personal)

1) Possess an interest in the growth and development of all art forms: skill in an art form(s) is not a prerequisite.

2) Demonstrate experience in community leadership roles; comprehensive knowledge and insight into community structures with special emphasis on needs and resources.

3) Capacity to absorb knowledge and ability to exercise objectivity and critical judgment. (This applies particularly to the granting process.)

4) Willingness to work cooperatively with individuals and groups both within the LRAC and with all socio-economic levels in the community.

**Education:**

Minimum requirements: Knowledge and skills equivalent to completion of high school. (Exceptions made on an individual basis.)

**Availability:**

Ability to make a firm commitment of time to attend scheduled regular LRAC monthly meetings at the LRAC office, in Fergus Falls or elsewhere in the region. Willingness to serve on standing or ad hoc committees of the LRAC and to attend orientation-training sessions and special workshops as scheduled.

Training: Willingness to accept and effectively utilize formalized training offered by or through LRAC, i.e.:

1) New Board Director orientation session to provide knowledge of the council, its place in the community pattern, its policies, procedures and Director's role on the Council.

2) Other training opportunities such as seminars, workshops, etc., to promote personal growth and development.

Restrictions: Members of the LRAC Board of Directors or their family members are not eligible to apply for Individual Artist grants during their tenure on the board. A "Family Member/Familial Relationship" is a spouse, domestic partner, parent, child or spouse of a child of a reviewer.

**Job Descriptions**

Attachment C Job descriptions.pdf

The LRAC staff is currently comprised of three people. Maxine Adams is the Executive Director. Connie Payson is the Executive Assistant and Elizabeth Ostenson is the Grants Manager. Staff job descriptions are attached

**Rotation System**

LRAC Board member terms are for three years, with the Board member being eligible to serve a second three year term. At the end of the second three year term a Board member must resign and not return to the Board for a period of 12 months. If, three months after notification of a board vacancy, the vacancy still exists, nomination of a resident from an adjoining county in the region may be accepted for a one year term, renewable annually. (effective 11/03) At any one time, no more than three (3) residents of any one county may serve on the LRAC Board.

**Names and Affiliations**

A 3a fy 17 mbr bios 17.docx  
see attachment

**Nomination Process**

An open nomination process shall be used to fill vacancies on the Board. This process will involve publication of the vacancies in regional news media to inform the public. A notice of vacancies will be sent to

county commissions, organizations of mayors, and arts organizations in counties, with a request for nominations.

Persons are encouraged to nominate themselves or others. Nominations will be received in writing with accompanying resume' or vita of the nominee. Names submitted shall be referred to the Membership Committee for review with input from the current director(s) of the county in question. Appointment to the Council will follow a vote of the current Board Directors on all nominations.

## RDC policy statement

NA

## Fiscal agent agreement

NA

## Grant Making and Monitoring

### Grant Review

LRAC Board members receive copies of all applications at least one week prior to the review session.

At that meeting staff may introduce any corrected application materials, clarify information, or provide supplementary information as needed.

After grant applications have been formally submitted, board members are prohibited from discussing them with grant applicants. Applicants should direct questions to the LRAC office staff

The LRAC Board observes strict procedures to prevent any conflict of interest.

At the LRAC grant review meeting, grant applications are reviewed in the same order in which they were submitted online.

In arriving at decisions, council members

First determine the eligibility of the applicant. Any applicants that are determined to be ineligible shall be eliminated from the review process.

Second, determine the project eligibility. The council discusses each application in relation project criteria.

Third, Through majority vote, the council determines whether the grant application will be funded based on the three review criteria (See Page 9 Review Criteria) or will be denied funding based on specific criteria.

### Ranking

After determination of funding, each project will be ranked. Points acquired by each application are totaled and divided by the number of council members ranking that project.

Projects are ranked in order from high score to low score. Grants are then awarded according to their rank.

Applicants should be aware that although an application may be approved for funding, its rank might determine that it will receive partial or no funding.

### Funding Options: Full or Partial

Then the applicant is designated a partially funded application. If the applicant accepts partial funding, a revised budget will be submitted.

If the applicant refuses partial funding, the amount will be offered to the next applicant on the ranking list.

If two applications receive identical rankings, the application with the earliest submission date will be given priority.

### Notification

Notices of the LRAC funding decisions will be sent to the project director named on the application within two weeks of the review meeting.

Written notice of partial or denied funding will be sent by U.S. mail. Applicants wishing to know the funding decision immediately may contact the LRAC office after 3 p.m. on the day following the grant review.

If a revised budget and/or project description is necessary, applicants will receive a contract letter within 30 days after the receipt of the revision.

#### Funding Distribution

Upon receipt of the signed grant contract and the "request for payment" form, 80% of the grant funds will be presented to the grantee.

Upon receipt of the final report, the remaining 20% of the grant funds will be sent to the grantee if the final report conforms to the project approved by the Board. Payment will be made

#### Grantee responsibilities:

Submit, upon request from the LRAC, an interim report and participate with LRAC in a midpoint review, which can include an onsite visit from the LRAC Executive Director and/or the LRAC Board member from a county that is not the applicant's county of residence.

Sign and submit to the LRAC with 45 days of mailing, one copy of the LRAC "Request for Payment" form and the Grant Contract.

Carried out the project in compliance with the project description, budget and dates as set forth in the application. The types of changes would include large budget expenditures, i.e. in excess of \$500, changing artists, venues, or dates, or scope, focus or artistic intentions of the project.

Any requests for revision submitted between LRAC Board meetings will be considered at the next scheduled meeting.

Depending on the decision made by LRAC at the meeting. The grantee may or may not be required to return money to LRAC or may or may not receive their final 20%.

Insure that access to participation in the project will not be limited on the basis of national origin, race, religion, age or sex.

Be legally responsible for the completion of the project and the proper management of the grant funds.

If a fiscal agent is used, it must be a tax-exempt 501(c) (3) non-profit organization, or any unit of government such as: cities, public schools, public libraries, recreation departments, or departments or agencies of the state. The fiscal agent must have a written contract with the applicant that specifies the responsibilities of each.

The contract with the fiscal agent must be submitted with the application form. The fiscal agent must sign the application form and, if a grant is received, sign the grant contract.

The fiscal agent is legally responsible for the completion of the project and for the proper management of the grant funds. The fiscal agent is not responsible for the completion of the final report, but is responsible for the verification of it through signature.

Maintain records, documents or papers that show evidence of use of grant funds.

Include the following credit line in any advertising, news releases, printed programs or promotional material related to the grant:

This activity is made possible by the voters of Minnesota through grants from the Lake Region Arts Council, thanks to a legislative appropriation from the Arts and Cultural Heritage fund.

Submit the Final Report Form within 60 days of completion of the project along with the supporting materials and documentation of expenses. Logon into the LRAC All Online Grant Home page, <http://LRACgrants.org/> for the link to the Final Report Form.

Submit the Final Report's supporting documents to the LRAC office by email, regular mail or hand delivered. These documents should include:

signature page

any purchase invoices

any new work samples

all publicity containing the LRAC credit line as listed in item 6

Note: The LRAC reserves the right to audit the project and/or the organizations if circumstance warrant it.



## Public Meeting

The meeting to solicit public input for the FY18-19 LRAC Biennial plan was held March, 21 at 6:30 pm at the LRAC offices, 133 S. Mill St., Fergus Falls, MN. The meeting announcement was posted on the LRAC website and Facebook page, distributed by email and a press release one week prior to the meeting date.

## *Work Plan: Template*

---

This section is a working template for use during planning sessions. It is not completed by RAC's and therefore, blank.

## File Attachment Summary

---

### ***Applicant File Uploads***

- FY18 FY 19 MSAB Budget Reports.pdf
- LRAC By LawsNEW 2.15xx.pdf
- Attachment C Job descriptions.pdf
- A 3a fy 17 mbr bios 17.docx

**LAKE REGION ARTS COUNCIL**  
**Actual Year-to-Date: Fiscal Year 2018**

	General Fund <u>2018 State</u>	Arts & Arts Access <u>2018 State</u>	Arts Education <u>2018 State</u>	Arts & Cult Heritage <u>2018 State</u>	McKnight Foundation	Other Funds	<u>2018 Total</u>
<b>REVENUE</b>							
1	State of Minnesota	122,243	340,512	67,897	23,530	0	\$553,981
2	State of Minnesota: Carryforward from 2017	0	2,270	451	8,134	0	\$10,855
3	McKnight Foundation				60,000	0	\$60,000
4	Other Income	30,272	0	0	0	0	\$30,272
5	Interest	0	0	0	0	0	\$0
6	<b>TOTAL REVENUE</b>	<b>\$152,515</b>	<b>\$342,782</b>	<b>\$68,148</b>	<b>\$31,664</b>	<b>\$60,000</b>	<b>\$655,108</b>
<b>EXPENSES</b>							
<b>Programs and Services</b>							
7	Grant Programs and Services						
	Project grants -Gen. Allocation	30,642					\$30,642
	Artist Mentor prog. Costs-Gen.	12,800					\$12,800
	Operating Support grants-Gen. Allocation	42,500					\$42,500
	Arts Access-ACHF		118,716				\$118,716
	3% Set Aside - Arts Access		0				\$0
	Arts Ed.-ACHF			22,596			\$22,596
	3% Set Aside - Arts Ed.			0			\$0
	Arts/Cult. Heritage-ACHF				10,138		\$10,138
	3% Set Aside - Arts/Cult. Heritage				0		\$0
	Career Dev.-McK					7,319	\$7,319
	Artist Small grants-McK					4,500	\$4,500
	Fellowship- McK					5,000	\$5,000
	Arts Legacy City grants		10,000				\$10,000
	Capacity Building grants		18,000				\$18,000
	Base OpSup Supplement		18,692	3,716	1,292		\$23,700
	Artist Mentor Supplement			6,572			\$6,572
	Building Equity Program				7,977		\$7,977
8	Grant Programs and Services, Operations and Support	37,715	83,753	16,651	5,787	3,388	\$147,294
9	<b>Subtotal Grant Programs and Services</b>	<b>\$123,657</b>	<b>\$249,161</b>	<b>\$49,535</b>	<b>\$25,194</b>	<b>\$20,207</b>	<b>\$0</b>
10	Non-grant Programs and Services						
	McK Gallery	0	0	0	0	18,363	\$18,363
	McK Springboard Satellite office	0	0	0	0	11,100	\$11,100
	Workshops	0	4,890	972	338	0	\$6,200
	Public Awareness ACHF	0	42,446	8,439	2,933	0	\$53,818
	Grant review meetings	4,052	2,239	445	155	1,839	\$8,730
	Staff Training Gen./ACHF/McK	487	651	129	45	65	\$1,377
11	Non-grant Programs and Services, Operations and Support	5,707	29,042	5,774	2,007	2,455	\$44,984
12	<b>Subtotal Non-grant Programs and Services</b>	<b>\$10,246</b>	<b>\$79,268</b>	<b>\$16,769</b>	<b>\$5,477</b>	<b>\$33,821</b>	<b>\$0</b>
13	<b>Total Programs and Services</b>	<b>\$133,903</b>	<b>\$328,429</b>	<b>\$66,294</b>	<b>\$30,672</b>	<b>\$64,028</b>	<b>\$0</b>
14	Fundraising	0	0	0	0	0	\$0
15	General administration	18,612	14,353	2,853	992	5,972	\$42,782
16	<b>TOTAL EXPENSES</b>	<b>\$152,515</b>	<b>\$342,782</b>	<b>\$68,148</b>	<b>\$31,664</b>	<b>\$60,000</b>	<b>\$0</b>
17	<b>Surplus/Carryforward or Deficit</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Line 6 Is the sum of lines 1 through 5

Line 7 Add as many subitems as necessary to clearly indicate all grant programs and services costs

Line 9 Total of all lines under line 7, plus line 8

Line 10 Change the subitem names, and/or Add as many subitems as necessary to clearly indicate all non-grant programs and services costs

Line 12 Total of all lines under line 10, plus line 11

Line 13 Add line 9 and line 12

Line 16 Add lines 13, 14, and 15

Line 17 Subtract line 16 from line 6





**LAKE REGION ARTS COUNCIL**

**BY-LAWS**

**Adopted: 4/1995**

**Rev. 4/99**

**Rev. 10/02**

**Rev. 3/03**

**Rev. 11/03**

**Rev. 1/09**

**Rev. 4/15**

Lake Region Arts Council

BYLAWS

TABLE OF CONTENTS

	<u>PAGE</u>
I. Area Served	1
II. Members (Membership, Alternates, Board Director's Service, Leave of Absence)	1-2
III. Election of Officers	2
IV. Meetings	3
V. Reimbursement	3
VI. Minutes	3
VII. Voting	3
VIII. Recommendations and Reports	3
IX. Fiscal Year	4
X. Officers	4
XI. Committees	5
XII. Amendments	5
XIII. Ratification	5

# BY LAWS OF THE LAKE REGION ARTS COUNCIL, INC.

## Article I — Area Served

All citizens within the Counties of Becker, Clay, Douglas, Grant, Otter Tail, Pope, Stevens, Traverse and Wilkin.

## Article II — Members

### Section 1. — Membership

- a) The members shall constitute the Board of Directors.
- b) The Board of Directors shall be composed of persons who have demonstrated interest, have expertise or experience in or with the arts.
- c) Membership on the Lake Region Arts Council Inc. Board of Directors (hereinafter referred to as the “Board”) shall consist of at least one person, preferably two (2) persons who are residents of each county in the region.
- d) If, three months after notification of a board vacancy, the vacancy still exists, nomination of a resident from an adjoining county in the region may be accepted for a one year term, renewable annually. (effective 11/03)
- e) At any one time, no more than three (3) residents of any one county may serve on the LRAC Board.
- f) An open nomination process shall be used to fill vacancies on the Board. This process will involve publication of the vacancies in regional news media to inform the public. A notice of vacancies will be sent to county commissions, organizations of mayors, and arts organizations in counties, with a request for nominations.
- g) Persons are encouraged to nominate themselves or others. Nominations will be received in writing with accompanying resume’ or vita of the nominee. Names submitted shall be referred to the Membership Committee for review with input from the current director(s) of the county in question. Appointment to the Council will follow a vote of the current Board Directors on all nominations.

### Section 2. — Alternates

- a) A Board director may designate an alternate for any meeting that the regular director cannot attend. The designated Alternate shall convey the views of the regular Board Director to the Council for their consideration. (Effective 3/03)
- b) The LRAC office will maintain a list of persons willing to serve as alternates in the event a Board Director cannot attend.

### Section 3. — Board Director’s Service

The length of a Board Director’s service shall be determined as follows:

- (a) Each full term shall be for a period of three (3) years, with appointments to commence at the July meeting. Any Board Director filling an “Unexpired Term” will commence the first year of his/her full 3-year term on the next July 1.
- (b) No Board Director shall serve for more than two (2) consecutive 3-year terms, except by a lapse of one year between service.
- (c) Failure of a Board Director or an appropriately designated alternate to attend three (3) successive meetings, or four (4) meetings during the course of one year shall constitute reason for removal from the council.

## **Article II — Members**

### Section 3. — Board Director's Service (cont.)

- (d) A written resignation to the chairperson of the Board shall terminate a member's service. In such instance, the membership selection process under Article II, Section 1, shall be followed to complete the term of such person.
- (e) A director may be removed at any time, with or without cause, by a vote of at least 60% of all the remaining members of the board.

### Section 4. — Leave of absence policy

- (a) Board directors of the LRAC who have served at least one full year on the council are eligible for a leave of absence.
- (b) A leave of absence may be requested for medical, professional, educational, artistic, or personal reasons.
- (c) A leave of absence may be requested for a minimum of three months up to a maximum of one year. Should a Board director's needs require absence from the Council in excess of one year, the director should resign from the Council and go through the nomination process at a later date.
- (d) A leave of absence (other than for medical reasons) must be requested in writing at least two months in advance and must receive the approval of the LRAC.
- (e) No more than one person from each county nor a total greater than three Board directors of the LRAC may be on leave at the same time. No director may receive more than one leave of absence.
- (f) The amount of time spent on leave will be deducted from the Board director's term of office.
- (g) For leaves of absence amounting to six months or less, the Board director requesting the leave will nominate a replacement, if possible. For all other leaves of absence, the LRAC will follow the usual procedure in filling vacancies on the Council. In all cases, the replacement must receive the approval of the LRAC.
- (h) Replacement directors will have all the rights and responsibilities of regular board directors.
- (i) Serving as a replacement Board director will not affect any subsequent term of office if that person should eventually be appointed to a regular term on the LRAC.

## **Article III — Election of Officers** (Effective 10/02)

Section 1. — Election of officers will be held at the annual meeting in July, with terms commencing immediately. The nominating committee will present a slate of officers for the Executive Committee consisting of the positions of chairperson, vice chairperson, treasurer and member-at-large. The chairperson, vice chairperson, treasurer and member-at-large shall be elected for a one (1) year term.

Section 2. — A member of the Executive Committee may serve up to two (2) consecutive years as an officer, but no more than one (1) consecutive year in the same position.



#### **Article IV — Meetings**

Section 1. — Schedule: the Council at its annual meeting each year will decide the time and date of the regular council meetings.

Section 2. — Annual Meeting: The annual meeting shall be held during the month of July each year.

Section 3. — Calling Meetings: Special meetings may be called by the chairperson or by a majority of the members of the Board of Directors. Reasonable notice thereof shall be given by telephone, email or in writing. Meetings may be cancelled or postponed by the chairperson or by a majority of the Board of Directors, except that no two regular meetings of the Board shall be cancelled.

Section 4. — Quorum: Eight (8) Board Directors shall constitute a quorum so long as at least four (4) counties are represented among those eight directors. (Effective 4/99)

If a quorum is present when a duly called or scheduled meeting is convened, the Directors present may continue to transact business until adjournment, even though the withdrawal of Directors originally present leaves less than the number otherwise required for a quorum.

#### **Article V — Reimbursement**

Section 1. — Any Board Director or alternate shall be reimbursed for expenses incurred according to written policies established by the council.

#### **Article VI — Minutes**

Section 1. — Complete and accurate minutes of each meeting of the council and committees authorized to act on behalf of the organization will be maintained. Copies will be sent to each Board Director at least five (5) days before the meeting date of the following meeting.

#### **Article VII — Voting**

Section 1. — A simple majority vote of members in attendance (at least a quorum) shall carry any motion.

Section 2. — Each Board director shall have a single vote on any issue. If an Alternate Director is present, that Alternate shall vote in place of the regular Director. If a voting Director cannot attend a meeting, his/her vote may be cast by telephone or electronic means, or through a written document, unless the Director's Alternate has cast a vote in the Director's place. (Effective 3/03)

#### **Article VIII — Recommendations and Reports**

Section 1. The annual meeting of the Board of Directors shall be in July of each year. At the next meeting of the new fiscal year, the following annual reports shall be reviewed:

- Annual Report of fiscal year completed, including a summary of activity programs and budgets;
- Annual Report of fiscal year beginning, including a summary of activity programs and budgets;
- The LRAC 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 MSAB and the Legislative Library in accordance with the RAC/MSAB Fiscal Agent Agreement and will follow the guidelines presented in the Regional Arts Council Forum Policy Manual.
- The LRAC 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.
- The LRAC shall submit other reports or audits as specified in the RAC/MSAB Fiscal Agent Agreement.

## **Article IX — Fiscal Year**

The fiscal year of the corporation shall extend from July 1 to June 30.

## **Article X — Officers**

Section 1. — The Officers of the Corporation shall be a chairperson, vice chairperson, treasurer and secretary. The secretary shall be an ex-officio member, an employee or staff person on the Board. The chairperson, vice chairperson and treasurer shall be council members and shall be elected as outlined in Article III hereof.

Section 2. — The officers shall have such powers and shall perform such duties as may from time to time be specified in resolutions or other directives of the Board of Directors and as are specified in Section III herein.

### Section 3 — Specific Powers and Duties:

- (a) Chairperson — The chairperson 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 be charged with enforcing Robert's Rules of Order during all meetings. The chairperson shall perform all other such duties as are incident to the office of chairperson or are properly required of him by the Board of Directors.
- (b) Vice Chairperson — In the absence or disability of the chairperson the vice chairperson shall exercise all functions of that office.
- (c) Treasurer — The treasurer shall on a monthly basis review bank account statements including expenses and present to the full board for approval; have the custody of all funds of the council and deposit the same in the name of the council in such bank or banks as the Board of Directors may elect; the treasurer shall sign all drafts, notes and orders for the payment of money and shall pay out and dispose of the same under the direction of the Board of Directors. The treasurer shall at all reasonable times exhibit the books and accounts of the council to any director, officer or member of the council upon reasonable request.
- (d) Secretary — The secretary shall not be a member of the Board, but shall be an ex-officio employee or staff person. The secretary shall keep the books and records of the council and shall keep a record of the minutes of the meetings of the Board of Directors and shall act as secretary at such meetings and shall attend to all correspondence, notices and other documentation necessary for the operation of the meetings and business of the council. The secretary shall have the custody of the seal of the council, if any, and shall in general perform all duties incidental to the office subject to the supervision of the Executive Committee and Board of Directors.

Section 4. — The Chair and Treasurer may delegate some or all of their legal responsibilities to others, including staff, however, they remain responsible for the actions of their delegates.

## **Article XI — Committees**

Section 1. — There shall be one standing committee, the Executive Committee which shall include the chairperson, the vice chairperson, treasurer, and one member-at-large from the council. The Executive Committee serves as the membership committee, as needed. It serves as finance committee to review and authorize expenditures. It shall serve as the personnel committee for staff.

The Executive committee will be responsible for other official actions of the Board, at the direction of the Board or chairperson.

Section 2. — The Executive Committee formation shall be for a one year term, commencing with the election of officers in July.

Section 3. — Ad hoc committees shall be appointed by the chairperson for purposes and terms, as needed.

## **Article XII — Amendments**

Section 1. — These bylaws may be amended at any regular or special meeting by the affirmative vote of two-thirds of the membership present and voting, providing that the written notice of the meeting stated an amendment would be offered to the bylaws; the notice contained the proposed bylaw change; and a quorum is present.

## **Article XIII — Ratification**

Section 1. — These bylaws shall be ratified after being accepted by two-thirds of the Lake Region Arts Council, Inc. members present and voting.

*Attachment C*

**JOB DESCRIPTION  
EXECUTIVE DIRECTOR**

**Distinguishing Features of Work:** Under the general direction of the LRAC and the LRAC Executive Committee, performs responsible, professional consultative and coordinative functions on behalf of the LRAC consistent with its mission.

**Specific Responsibilities:**

**Grant Programs**

- 1) Oversee design, procuring funding for, and administration all grant programs.
- 2) Oversee provision of technical assistance to potential grant applicants, including orientation to program requirements and assistance in completion of application forms.
- 3) Oversee provision of assistance to the LRAC in its review of grant applications, in central processing after funding decisions are made and in supporting the LRAC on grants policy and procedural issues.

**Services:** Provide technical assistance and other specific program services. Such activities can include: coordination of all publicity/public awareness activities; providing networking meetings and workshops; providing technical assistance and consultation to individual artists and arts organizations; site visits and individual counseling sessions with Legacy applicants.

**Staff Management:** Oversees LRAC staff in the discharge of their duties. Responsible for administering performance reviews. Responsible for oversight of LRAC system of efficiency checks.

**Advocacy:** Advocate on behalf of the arts to civic, community and governmental groups, including the Minnesota State Legislature.

**Planning/Research:** Work with the LRAC to design and carry out ongoing needs assessment related to the needs of the artistic community and general citizenry in the Lake Region. Work with the Forum of Regional Arts Councils in Minnesota to plan and implement statewide arts services and projects.

**Reporting:** Prepare program and financial reports as required by or on the behalf of the LRAC. Meet monthly with contracted bookkeeper to review LRAC accounts and budgets.

**Qualifications / Education:** • A relevant bachelor's degree or equivalent experience. A demonstrated understanding of and commitment to the arts is required.

**Required Experience and Qualities:**

- Knowledge of methods of organization, administration and delegation.
- Knowledge of the media and techniques which may be used to relate the resources of the LRAC to the needs of the community.
- Ability to present effective interpretations of policies and procedures orally and in writing.
- Ability to evaluate procedures and programs and make recommendations.
- Ability to prepare concise reports, oral and written.
- Demonstrated self-motivational qualities, i.e., ability to organize work in an appropriate sequence of activities within a realistic time schedule.
- Ability to maintain effective working relationships with a diverse clientele which includes other public funding agencies, legislators, artists, arts administrators, arts organization representatives, foundation representatives and arts consumers existing in the various socio-economic community levels.
- Ability to make and implement long-range plans and to think within a 5-10 year time frame while also managing the day to day activities of the LRAC.

**Applicants:** If requested, applicants for the position must provide at least three professional references.

## **JOB DESCRIPTIONS**

### **Executive Assistant**

**Distinguishing features of work:** Directly responsible to the LRAC Executive Director to assist with program administration and perform the following tasks:

#### **Specific Responsibilities:**

##### **Executive Assistant/Clerical**

- Assist Executive Director in implementing LRAC programs such as Poetry Out Loud, Six Word Short Story contest, Annual Meeting, networking meetings and workshops.
- Assist Executive Director in copying and sending LRAC reports and proposals to funders.
- Prepare Board meeting packets and send to Board members.
- Take minutes at the monthly LRAC meetings, type and send to directors.
- Assist with the maintenance of the LRAC files and other clerical duties as assigned by the LRAC.
- Assist with updating and maintenance of the LRAC Arts Calendar and News Letter records, Artist Registry, and other records, electronic and hardcopy. Collaborate with Regional Communications Specialist where necessary.
- Answer inquiries about LRAC programs and services when the Executive Director and Grants Manager are not available.

#### **Grant Management:**

Coordinate and implement all phases of the Artist Mentor program, i.e. contact all schools in the region, finalizing and distributing application materials, oversee student application process, selecting school jury sites and jurors, scheduling and conducting the jury sessions and final student selection, pairing of students with mentors or learning experiences , oversee completion of student and mentor reports and contracts.

#### **Public Relations:**

- Assigned duties related to maintenance of LRAC Arts Calendar, Newsletter and email news announcements.
- Convey a positive image of the LRAC to the public and to LRAC clients.

**Any other functions** pertaining to maintenance of a pleasant and efficient office environment, as specified by the Executive Director.

**Qualifications/Education:** A relevant bachelor's degree or equivalent experience.

#### **Required Experience and Qualities:**

- Computer skills, including working knowledge of Microsoft Office Suite, i.e. Excel, Access, Outlook, mail merge and email management systems.
- Experience in general office functions and procedures and ability to work with the public.
- Ability to write standard business English.

**Applicants:** If requested, applicants for the position must provide at least three professional references.

## **JOB DESCRIPTION**

### **Grant Manager**

**Distinguishing Features of Work.** The Grants Manager position oversees all the LRAC grant and Arts and Cultural Heritage programs. This position is responsible for communicating with applicants, processing applications, checking applications for accuracy, maintaining files both on line and hard copy. This is a year around, full time position with benefits. The Grants Manager reports directly to the Executive Director and works with the office staff.

#### **SPECIFIC RESPONSIBILITIES:**

- Administer LRAC grant programs and grant reviews.
- Administer initial intake with prospective grant applicants, gathering basic information and making appropriate recommendations.
- Administer the grants process, including answering applicants' questions, determining the eligibility of grants, preparing grants for review, notifying grant applicants of the status of their grants, keeping accurate records of all grant applications received, monitoring final reports, and spot audits, if necessary.
- Prepare materials for grant review meetings and processing the results of the grant reviews.
- Oversee all office management, i.e. filing, typing, correspondence, etc. associated with administering the grant programs.
- Maintain records and reports of financial payouts of awarded grants.
- Develop and conduct grant writing workshops for grant applicants.
- Provide information to the Executive Director and Board regarding grants or grantees as necessary.
- Work in association with the Executive Director to review policies, program services, accounting, and other management activities related to the individual grant programs.
- Other duties as assigned.

**Qualifications/Education:** A relevant bachelor's degree or equivalent experience in managing grant programs in a nonprofit, foundation or government field or experience in other systems such as bookkeeping where attention to detail and organizational skills are a priority.

#### **Required Experience and Qualities:**

- A relevant bachelor's degree or equivalent experience in managing grant programs in a nonprofit, foundation or government field or experience in other systems such as bookkeeping where attention to detail and organizational skills are a priority.
- Computer skills, including working knowledge of Microsoft Office Suite, i.e. Excel, Access, Outlook, mail merge, data management and spreadsheets.
- Experience working with a board of directors is helpful.
- Able to provide professional references upon request.
- Able to write standard business English.

Applicants: If requested, applicants for the position must provide at least three professional references.

## BECKER COUNTY

Open

Susan Kay, Osage

After receiving a B.A. degree in Liberal Studies from The Evergreen State College in Olympia, WA, Susan attended the University of Cincinnati where she received a master's degree in Women's Studies with a concentration in literature. She completed coursework in a doctoral program in American Studies at Washington State University in Pullman, WA. After eight years of teaching courses in English and American history at Cascadia College, located in the Seattle metropolitan area, Susan returned to her home state where she is employed at The New York Mills Cultural Center. She is involved with programming and serves as coordinator for their arts retreat residency program. With a firm belief that exposure to artistic experiences can enhance sense of community especially for those living in rural areas, Susan hopes that her service on the LRAC Board will contribute to community building through the arts.

## CLAY COUNTY

Delayne Karls (DeeDee), Moorhead

Delayne Karls has a BS in Elementary Education from Minnesota State University, Moorhead. A former Elementary Art Teacher, DeeDee is an art consumer, museum volunteer and is a chairperson for the art section of Fine Arts Club. She serves as a member of the LRAC Board to help organizations in communities thrive to their fullest, and to know more about and visit communities to see what they offer to their audiences.

W. Scott Olsen, Moorhead

W. Scott Olson has a BA (English) from the University of Missouri, Columbia, a MA (English) from the University of Missouri, Columbia, and an MFA in Creative Writing from the University of Massachusetts, Amherst. He is currently a Professor of English, Concordia College, Moorhead. Olsen has received grants from LRAC, and has been a deeply impressed audience member for the work of others supported by the Council. He serves as a member of the LRAC Board to repay his longtime admiration for the LRAC.

## DOUGLAS COUNTY

Gregory DeGier, Alexandria

Greg DeGier is currently a member associate of several music, education, and band organizations both nationally and within the state, holding chair positions and completing direct assignments. A graduate of U of MN, Morris, he is a teaching artist in the Instrumental Music Program at Alexandria Area Schools. He enjoys playing the trumpet and performing in pit orchestras for musicals, and the Central Lakes Symphonic Orchestra.

## FY 17 LRAC COUNCIL MEMBERS

7/28/2017

### Ann Hermes, Alexandria

Ann Hermes has a MA in Philanthropy and Development, Saint Mary's University of MN, a BA in Broadcast Journalism, Moorhead State College, and a BS in Speech Rhetoric/Public Address, from Moorhead State College. She is currently serving as the Executive Director of Alexandria Area Arts Association. Ann feels it is an incredible opportunity to be part of the MN Arts and Cultural Heritage Fund process that has supported so many individual artists and art organizations in our 9-County area.

## GRANT COUNTY

### Jeff Merrick, Ashby

Jeff Merrick has a BFA from Iowa State University and currently serves as the Grant County Facilities Manager. Jeff is involved in "Arts Based Community Development", a Creative Action Network project in the city of Elbow Lake. He believes the LRAC is vital in supporting and lifting up of the many talented local artists that choose to live in our area.

### Mike Weatherly, Elbow Lake

Mike Weatherly received his degree in Graphic Art and Design from Alexandria Technical School, and a BFA in Art History/Minor Studio Art from the University of Minnesota, Morris. He is currently a Technical Writer at LGC Douglas Scientific, and a part-time working artist and organizer. He serves on the LRAC Board as a result of feeling it is time to give back with his time and talents after receiving many grants from the Council.

## OTTER TAIL COUNTY

### AmyAnn Mursu, New York Mills

AmyAnn Mursu received her Juris Doctorate from Notre Dame Law School, and holds a BA in Philosophy and Political Science with Minors in Business and English from Concordia College, Moorhead. Amy has a history of serving as a community ambassador in support of the arts, beginning as a secondary and post-secondary student and going on to volunteer as a board member for United Arts of Central MN. Music is a large part of her life, beginning with piano lessons at age 4 and studying the flute, clarinet, tuba, and violin. She also enjoys painting and writing.

### James A. Arvidson, Parkers Prairie

James Arvidson attended U of MN, Crookston and obtained an Associate of Agriculture degree. In 2007, he completed the Regional Leadership Institute. His community leadership roles have earned him with medals and awards internationally as well as national and local recognition. James held many executive positions through community service organizations, including the Lions, Jaycees, Lutheran Brotherhood, Church Council, Lakeland Hospice, Dollars for Scholars, and more recently the West Central Initiative/Parkers Prairie Swimming Pool Fund. He has a lifetime of service in the region with the goal of making a difference in the lives of those who choose to live in West Central Minnesota. He believes all art forms benefit our culture. He looks forward to the important work that lies ahead with LRAC.



## FY 17 LRAC COUNCIL MEMBERS

7/28/2017

### POPE COUNTY

#### Jeannie Pladsen, Starbuck

Pladsen attended Moorhead State University, Moorhead studying education, and worked for 37 years as the payroll manager for the University of MN, Morris. After 13 years of owning and operating “Berries & Marigolds Bed and Breakfast”, she has retired. A life-long volunteer, Jeannie’s leadership positions include serving as a City Council Member for the City of Starbuck, MN. While in this role she provided support for establishing an Arts Commission for city improvements that have an arts focus. Other community supported initiatives include youth programming, holding office in her church, local museum, organizer for reunions, Chamber of Commerce among others. Jeannie states “Not having the talent to be an artist myself I have come to appreciate the beauty of everyone who has artistic talent.”

#### Barbara Lent, Glenwood

Lent attended the School of Communication Arts for Photography and operated a studio in Rogers and Brooten, MN. She has held state positions in both Minnesota and Iowa. Barbara also spent 14 years in corporate America in both Minneapolis and Chicago. Most recently she has been a realtor for the past nine years. Barbara is an artist in several mediums, preferring textiles and painting. She currently owns a retreat center, and continues to enjoy photography. She has organized art shows and will serve on the LRAC Board with the goal of personally becoming closer to and be more currently informed of the art world. She thrives in assisting other artists in fulfilling their artistic dreams.

### STEVENS COUNTY

#### Siobhan Bremer, Morris

Bremer is an Associate Professor of Theatre at the University of MN, Morris, and holds an M.F.A. Degree in Acting from Minnesota State University at Mankato, MN, and a B.S. Degree in Speech/Theatre, graduating cum laude from Winona State University, MN. She has acted professionally at the Guthrie Theatre, Minneapolis, The Black Hills Playhouse, South Dakota, Northern Lights Playhouse, Wisconsin as well as directed, danced and acted in many productions since the age of four. She is the recipient of the Association and Theatre in Higher Education and American College Theatre Festival Region V, 2014-15 Innovative Teaching Award. Bremer looks forward to contributing to the LRAC Board through institutional and strategic planning and policy making.

#### Andrew Sletten, Morris

Sletten holds a Bachelor of Arts from the University of MN, Morris and serves as the U of M’s Admissions Counselor on the Morris campus. An avid musician and performing arts artist, Sletten is working with students and community members to create a community arts space and performance venue in Morris, MN. He enjoys the intersection of music and history, and a scholarly perspective of this intersection creates a passion within that Sletten describes as “a personal motivator to ensure that the same endlessly meaningful and extraordinarily fulfilling arts experience is available to everyone.” Serving on the LRAC Board allows him to contribute to the growth and development of the arts in West Central Minnesota.

## FY 17 LRAC COUNCIL MEMBERS

7/28/2017

### TRAVERSE COUNTY

#### Jamie Beyer, Wheaton

Jamie Beyer obtained her BA in Philosophy from the U of MN, Morris and completed the coursework for the Masters of Science Public Administration Program at MSUM, Moorhead. She is currently providing marketing, graphic design and bid packaging services for national companies and works with her family farm business. Her portfolio suggests her creativity in the business world is expressed through t-shirt designs, furniture design and various computer illustrations. Jamie serves on the Traverse County Arts Council.

#### Carolyn Flieder, Wheaton

Carolyn has a B.S. in Elementary Education and Special Education, and one year in Psychology. She has worked as a Social Worker for Lutheran Social Services and has owned and operated a quilt shop, bed and breakfast and provided private social work services. Carolyn is a fiber artist and also works with Fimo clay sculpting, mixed media. Additionally she enjoys theater and classical music. She has been a member of Glacial Ridge Artists for over 10 years, and a past member of the SW Minnesota Art Meander. Carolyn would like to help represent artists in Traverse County and to encourage people to utilize their creative talents in any way they can. She would like to help provide and promote art opportunities in Traverse County.

### WILKIN COUNTY

#### Erin Gunderson, Breckenridge

Erin Gunderson holds a BA in Religion from Concordia College with a Minor in History. She is the Lake Agassiz Regional Library Branch Manager in Breckenridge. Her volunteer service includes council member of the Flathead Symphonic Band, Kalispell, MT, providing support and designed pieces for the Campus Entertainment Commission, Concordia. Erin is also a board member of the Three Rivers Arts Council. Erin sings, plays flute and piano, paints, and makes jewelry, pottery and graphic designs.

#### Stan Goldade, Breckenridge

Stan has a background in Mathematics and Physics, receiving his MA in Mathematics from Minot State University. Stan also has a diverse interest in the arts. He has arts experience in photography, pottery and was the sculptor for "The Sierpinski Tetrahedron: Metal Sculpture" a public art piece in Breckenridge, MN. He is currently employed as a math instructor at the Breckenridge Senior High School. Stan's reasons for serving on the LRAC Board are, "I would like to promote art in our community and create opportunities for artist to display and sell their artwork."