



Tier II Advisory Board Orientation

Thursday, June 13, 2024 | 1:00–4:00PM

Mid-Valley Performing Arts Center, Centennial Room

2525 Taylorsville Blvd. Taylorsville, UT 84129

In-Person Meeting

MEETING HIGHLIGHT NOTES

Attendees

Board Members: Patti Hobfoll, Ryan Riches, Sheryl Gillilan, Mayor Dirk Burton, Bryn Ramjouw

Staff Members and Guests: Matt Castillo Arts & Culture Division Director, Samantha Thermos ZAP Program Director, Kelsey Ellis ZAP Impact Manager, Daniel Stergios ZAP Grants & Communications Coordinator, Craig Wangsgard, SLCo Senior Deputy District Attorney

- I. Call to Order, Welcome & Introductions: Acting Chair, Vice Chair Patti Hobfoll called the meeting to order at 1:10pm explained this is a joint training of both ZAP Advisory Boards. Board members from Tier I & Tier II introduced themselves and advised which board they serve on.
- II. Public Comment Period – Acting Chair Hobfoll asked if there were any members of the public present who would like to speak, no public attendees. No public comments.
- III. Agenda Overview: Samantha Thermos, Program Director
 - Agenda, Materials & Breakout Session Logistics. Ms. Thermos went over the agenda and advised the Board of the materials that would be addressed today.
- III. **Action Item:** Approve Advisory Board 8.31.23 Meeting Minutes – Acting Chair Hobfoll
 - A quorum was not present, no action was taken.
- IV. Utah Open & Public Meetings Act Training
 - Craig Wangsgard, Senior Deputy District Attorney: Mr. Wangsgard went over the public meetings act listed below; he answered the Boards questions on closed meetings, quorum requirements, agendas, posting notices, voting, etc.
 - Mr. Wangsgard will provide a summary Open and Public Meeting Act – 2024 Annual Training document for the Boards to reference. The purpose of this document is to provide Board members annual training on the requirements of the Utah Open and Public Meetings Act, as required by Utah Code Ann. § 52-4-104. This document provides a general overview of the Act's requirements and should not be considered exhaustive. Questions on specific legal issues related to the Act should be directed the District Attorney's Office.
- V. ZAP Program & Arts & Culture Division
 - Impact Program: Kelsey Ellis, Impact Program Manager
Ms. Ellis gave an overview of this program. Background: The Impact program was developed in response to ZAP Equity Initiative. The goals are to provide resources and support to Tier II grantees. Foster a sense of community within ZAP grantees. This will be accomplished through workshops and Lunch & Learns for ZAP grantees. Develop a program for the Local Arts Agencies this will strengthen their capacity to

enhance and expand community engagement offerings and increased accessible arts participation. Set up a collaborative program for Tier II grantees, providing training and mentoring opportunities for organizations with the same needs. Board members were invited to participate.

- ZAP Program: Daniel Stergios, ZAP Grants and Communications Coordinator
Mr. Stergios presented the ZAP updates and happenings. ZAP summer passport program has kicked off, the Board was presented with a passport and Mr. Stergios explained how they have made updates to improve the event from last year. One notable update is it is open to all County residents, not just youth. Running from June 1- August 23, 2024.

ZAP has an educational outreach promotional video. Mr. Stergios said they have been working on a ZAP video; we would like to increase ZAP awareness in the community and what we do! The Board was shown the video.

- Arts & Culture Division: Matt Castillo, Arts & Culture Division Director
Mr. Castillo informed the Boards of what is being done to promote ZAP Reauthorization. Arts & Culture's role is administration, to promote education and awareness of the ZAP program. Make sure people know what the fund's impact is, no advocacy for ZAP, no language about 'vote' for ZAP reauthorization.

Zoological Redistribution: If the Board gets any questions asked about funding, please refer them to ZAP staff.

Mr. Castillo explained we are involved in the downtown sports, entertainment, culture and conviction district conversations. We're working on the Southwest Valley Arts Center; this project is moving forward very nicely. Mr. Castillo gave his understanding of the West Valley City theatre. He also confirmed that Sundance Annual Film Festival is taking bids to possibly move. This is in the very early process. The Boards will be kept informed on all these topics.

VI. Board Orientation: Samantha & Daniel

- ZAP 101: Inception, Mission, Focus Areas, Countywide Policy 1031
Ms. Thermos presented a slide presentation providing ZAP information. ZAP mission – Launched in 1997 to enhance SL County residents and visitor experiences through art, cultural and recreational offerings. How ZAP funding is distributed, ZAP's annual cycle (Application, review, recommendations, approval, funding) Impact promotion- increase public awareness and value of ZAP. Capacity building – provide adequate predictable support for organizations with Zoological, Tier I and Tier II.

Ms. Thermos mentioned different organizations in Tier I and Tier II, advised how information is gathered from them and loaded into dashboards. The Boards will be given access to these dashboards which will assist them with grantmaking. The Board follows Countywide Policy 1031.

- Grantees: Eligibility, Grantmaking Cycle, Available Funding and App Stats

Ms. Thermos explained funding eligibility, and what it does and doesn't cover. Through the Grant making process, the Board's mission is to review and recommend funds to SL County Council for approval of ZAP funds. The Board was provided with information on Guiding principles, Confidentiality, Conflict of Interest, ZAP grantee event invitations and ZAP media policy.

- Advisory Board: Member Guide, Responsibilities & Expectations
ZAP advisory boards are not a governance board, but are a selection committee board to make funding recommendations to SLCo Council. To achieve this Board members obtain information on each organization; through the ZAP grantee event invitations, through site visits, reading and scoring applicants in Zoomgrants, preparing notes for which they are the lead reviewer and note highlights/concerns, reason to why they scored, and providing information to other Board members. Your decisions should be objective, ZAP doesn't deal in hearsay.

An All-Day Review meeting will be scheduled: The Board will be given scoring and review criteria (listed below) to assist with the decision-making process or consensus.

Scoring & Review Criteria:
Artistic & Cultural Vibrancy
Public Benefit & Outreach
Organizational Capacity

The Lead Reviewer provides strengths and weaknesses of each applicant. Other members share their concerns or discuss items not previously shared. After discussion members may adjust scores. Ms. Thermos gave further information and instructions for all day meetings. ZAP funding purpose is to build organizational capacity and enhance County's cultural offerings. This presentation showed how the Board will accomplish finalized funding recommendations.

VII. Break

XI. Tier II Board Application Review Process: Daniel

- Lead Reviewer Assignments
 - Pre-Reviews
 - TII Reviewer Assignments – 8 Subcommittees
 - Scoring Criteria, Reviews, Previous Reviews & Questions
 - Lead Reviewers' SWOT, Score Entry Dashboard,
- Grant Management Platform Demonstration, Scoring Examples & Tools

Daniel provided walkthrough of ZoomGrants, the grant management platform. He explained how to review and score applications. He explained subcommittee assignments and SWOT analysis comments for leader reviewers. He reviewed this year's budget providing context compared to last year's review. The board asked questions about navigating ZoomGrants, providing funding recommendations, and lead review assignments.

XII. **Adjourn – My Riches made a motion to adjourn the meeting. The meeting was adjourned at 4:04 PM.**

Materials

Agendas

Rosters

Power Point

Board Practices

Lead Review Assignment/Discipline Subcommittee Schedule

Applicant Metrics Dashboards

ZoomGrants

Important Dates

June 27, 12-1PM – Storytelling by the Numbers (WebEx, Lunch & Learn)

August 23, 4-8PM – Summer Passport Celebration (Wheeler Historic Farm)

August 29, 9-4PM – Tier II All-Day Review (MVPAC)

September 26, 9-4PM – Tier I + Zoological All-Day Review (MVPAC)

Meeting also available through Cisco Webex: 1:00-4:00PM: [LINK](#)

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify Samantha Mary Thermos at 385-468-7057 or sthermos@slco.org.