



Tier II Advisory Board Orientation

Thursday, June 10, 2025 | 1:00–4:00 PM

Mid-Valley Performing Arts Center, Centennial Room

2525 Taylorsville Blvd. Taylorsville, UT 84129

DRAFT MEETING MINUTES

Attendees

Board Members: Mayor Dustin Gettel, Ryan Riches, Bryn F. Ramjouw, Paul Pehrson, David Pack, Patti Hobfoll, Kelleigh Helm, Sheryl Gillilan, Gina Chamness, Monte Caldwell, Mayor Dirk Burton.

Staff Members and Guests: Samantha Thermos ZAP Program Director, Kelsey Ellis ZAP Impact Manager, Cody Goetz ZAP Grants & Communications Coordinator, Craig Wangsgard, SLCo Senior Deputy District Attorney, Dustyn Burt ZAP Program Assistant, Gracyn Hinojosa ZAP Program Intern.

- I. Call to Order, Welcome & Introductions: Samantha Thermos welcomed everyone at 1:10 pm. Explained that 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. Chair Patti Hobfoll called the meeting to order.
- II. Public Comment Period – No public attendees. No public comments.
- III. Agenda Overview: Samantha Thermos, Program Director
 - a. Agenda, Materials & Breakout Session Logistics. Ms. Thermos went over the agenda and advised the Board of the materials that would be addressed today.
 - b. In an effort to respect the schedule of Craig Wangsgard, Senior Deputy District Attorney, Open & Public Meeting Act Training was moved up on the agenda.
- IV. Utah Open & Public Meetings Act Training

- a. Craig Wangsgard, Senior Deputy District Attorney: Mr. Wangsgard went through Open and Public Meetings Act trainings required by Utah Code Ann. § 52-4-104; he answered the Board's questions on closed meetings, quorum requirements, agendas, posting notices, voting, etc.

- V. **Action Item:** Approve Advisory Board 10.8.24 Meeting Minutes – Chair Hobfoll asked if there were any comments on the minutes, if any edits were needed. Brief discussion on the reason for the 10.8.24 meeting, no other questions on the minutes.

Mayor Burton made a motion to accept the minutes; it was seconded by Mr. Pherson. Ms. Hobfoll asked if anyone opposed; no one opposed, the motion passed unanimously.

VI. ZAP Program Updates

- a. ZAP Program: Cody Goetz, ZAP Grants and Communications Coordinator

Mr. Goetz presented the ZAP updates and happenings. ZAP's summer passport program has been revamped and will be developed throughout the summer. The Board was presented with a context for the previous versions of the program. Mr. Goetz explained how they have made updates to improve the event from last year. Mr. Goetz turned it over to Ms. Thermos to discuss Zoological distribution process updates from 2024 legislation.

- b. Impact Program: Kelsey Ellis, Impact Program Manager

Ms. Ellis gave an overview update of this program. The goals are to provide resources and support to Tier II grantees. Foster a sense of community within ZAP grantees. This is accomplished through workshops and cohorts for ZAP grantees and potential grantees including a focused program on Local Arts Agencies. The Collaborative Program for Tier II grantees, providing training and mentoring opportunities for organizations with the same needs has been the most successful program of the Impact Program so far. Board members asked questions. Ms. Ellis shared testimonials and metrics of attendance.

VII. Board Orientation: Samantha & Cody

- a. 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 SLCo resident 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 within 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. Mr. Goetz provided a reminder that this is a competitive process as stated in the 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 SLCo 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. Mr. Goetz discussed Tier II recent stats. Board members had points of clarification regarding all-day review meeting attendance. Ms. Thermos presented stats for Tier I + Zoological.

- 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, reasons 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.

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 Tier I + Zoological moved upstairs and Tier II stayed in Centennial

XI. Tier II Board Application Review Process: Cody

- Mr. Goetz went over the review process with the Tier II Board. Letting the board know they will receive their lead reviewer assignments before subcommittee meetings. Mr. Goetz provided a walkthrough of ZoomGrants the grant management platform. He also provided context on scoring criteria, reviews, SWOT, dashboard entry withing ZoomGrants.
- Mr. Goetz explained how to review and score applications. He explained the framework of subcommittee assignments and SWOT analysis comments for lead reviewers. The Board asked questions about navigating ZoomGrants, providing funding recommendations, and lead review assignments.
- Mr. Goetz reminded the board that if there were not further questions, and they are ready to leave – someone needs to make a motion to adjourn.

XII. **Adjourn – Mayor Burton made a motion to adjourn the meeting, and it was seconded Mr Riches. Meeting adjourned at 3:55 PM.**