



**Tier II Advisory Board All-Day Review**  
**August 28, 2025 | 10:00 AM – 4:00 PM**  
**Mid-Valley Performing Arts Center**

**DRAFT MEETING MINUTES**

**Attendance**

**Board Members:** Board Chair Patti Hobfoll, Vice Chair Gina Chamness, Mayor Dirk Burton, Mayor Dustin Gettel, Ryan Riches, Paul Pehrson, Sheryl Gillilan, Monte Caldwell and David Pack.

- Two members excused: Kelleigh Helm and Bryn Ramjoue

**Staff:** Samantha Thermos, Kelsey M. Ellis, Cody Gotez, Dustyn Burt, Matt Castillo, [CPA, Tori Potestio]

**Agenda**

- I. Board Member Arrival, Networking, & Refreshments
- II. Call to Order, Welcome, Introductions – Patti Hobfoll, Chair
  - Recording started 10:35AM
- III. Called for Public Comment – Chair Hobfoll
  - There were no public comments.
- IV. **ACTION ITEM: Approval of June 10, 2025 Meeting Minutes** – Chair Hobfoll
  - **Mayor Gettel motioned to approve the meeting minutes as written; Paul Pehrson seconded. There were none opposed. Motion passed unanimously.**
- V. **ACTION ITEM: Elect Advisory Board 2026 Leadership** – Samanth Thermos, Program Director
  - Nominees: Gina Chamness, Chair | Paul Pehrson, Vice Chair
    - Ms. Thermos named the nominees and stated anyone else interested can self-nominate or be nominated by another person.
    - **Mayor Gettel motioned to approve the current nominees; Ms. Gillilan seconded. There were none opposed. Motion passed unanimously.**
- VI. Meeting and Tier II Funding Overviews – Ms. Thermos
  - Ms. Thermos walked the Board through the meeting agenda, Board packet, processes that will occur post Board decisions on funding recommendations occur and housekeeping items.
- VII. Discipline Subcommittees' Summary – Cody Goetz, Grants & Comms Coordinator
  - Mr. Goetz walked the Board through the summary report.
    - He highlighted the work the Board achieved over the summer during their eight discipline subcommittee meetings, results of required applicant checks and where the current preliminary award decisions stood.
- VIII. SLCo Arts & Culture Division (A&C)
  - Matt Castillo, Division Director provided A&C projects' updates.

Break: Recording resumed at 12:12PM.

IX. Summary of CPA Purpose & Work – Tori Potestio, CPA (Sorensen, Vance & Co.)

- Ms. Thermos introduced Ms. Potestio, ZAP’s independent CPA and her role to perform financial health test reviews.
  - Ms. Potestio provided an overview of the work tasks she performs: Financial Reviews – Applicants that request >\$22k receive a Financial Health Test (FHT). FHT Failures occur when an applicant fails two or more tests in a year, has insufficient information or a Going Concern. Ms. Potestio provides improvement notes for applicants after she has completed the reviews of audited financials and the related FHT. Ms. Potestio also briefly talked about the treatment of Local Arts Agencies (LAA) for FHT reviews. Ms. Potestio answered clarification questions regarding the FHT standards.
  - Ms. Thermos shared that when an applicant fails the FHT, they are required to submit a Financial Health Improvement Plan. Samantha asked Ms. Potestio to go over the eight FHT failures through the checklist she uses.
- **ACTION ITEM: Determine Treatment of Lease Reporting**
  - Ms. Potestio and Mr. Castillio spent time summarized the action item and then recommended the Board exclude certain aspects (Lease Reporting) from the FHT.
  - **Mayor Gettel said “so moved” to motion to exclude Lease Reporting from the FHT calculations; Vice Chair Chamness seconded. There were none opposed. Motion passed unanimously.**

X. Discipline Subcommittees Preliminary Recommendations Discussion – Mr. Goetz

- Ms. Potestio and Mr. Castillo remained in the meeting for two applicant discussions due to their extenuating circumstances.
  - The Leonardo: This applicant has been closed since June 2025. ZAP staff have not had any response from The Leonardo since sending Requests for Clarification (RFC) emails. The ensuing discussion is whether, in its current circumstances, The Leonardo should receive a funding award recommendation or not and if so, how much.
  - The option of a conditional approval was discussed briefly. Ms. Thermos provided context for the only other previous applicant’s conditional approval in her time at ZAP. Mr. Castillo continued that a conditional approval in this circumstance has not been seen.
  - The Board went on to discuss it is a reasonable question that all funders would ask: if they were planning to reopen, they would be reaching out to maintain funding needs. No funding decision was made, discussion to be continued after lunch recess.
  - Sundance Institute: The Media Arts discipline subcommittee that reviewed Sundance Institute could not come to a decision for providing a preliminary funding award recommendation amount to the Board and requested that the overall Board deliberate this applicant’s funding request altogether. The Subcommittee also requested ZAP staff send Sundance an RFC for application question #14 three-year goals and ZAP director

requested an RFC for #6 use of funds. Sundance submitted a response past the due date and the information provided did not answer either question.

- Subcommittee members shared that the application did not address how the organization plans to adjust their programming and invest in SLCo with the announcement of a large part of their organization leaving Utah in 2027.

XI. Lunch Recess: Recording resumed at 2:10PM.

ZAP Program Updates – Kelsey Ellis, Impact Program Manager

- Updates provided on the Impact Program for 2025 and ZAP's brand refresh project.

XII. Discipline Subcommittees Preliminary Recommendations Discussion Cont'd – Mr. Goetz

- Discussion was brought back to the circle back organizations, with a focus on the chart of organizations that participated in ZAP Impact Program organizational capacity building. It provided context on organizations that show what their plan is to recover in certain areas.
- Straw polls occurred in favor of restoring both Seven Canyons and Operation Literacy putting them back to flat funding.
- Millcreek Arts Council discussion was about the confusion of which applicant within Millcreek City is the designated Local Arts Agency (LAA). Millcreek Community Foundation holds the designation letter.
- Warm Springs Alliance was determined to be ineligible.
- Jazz Arts of the Mountainwest financials were insufficient for receiving >\$22k. This is a recurring issue that cannot continue. They will receive <\$22k.
- Eight applicants requesting >\$22k in grant funding failed the FHT. The Board was presented with two suggested options of how to treat the awards for these organizations.
  - Board decided that in future years it would like a process practice outlined at the beginning of grant reviews and for this year there would be minimal impact on the applicants that failed the FHT beyond quality of their applicants and amount thresholds already established.
- The Leonardo and Sundance Institute discussions were finalized with preliminary determinations.

XIII. **ACTION ITEM: Approve Final Funding Recommendations**

- **Vote not held.** Time concerns arose. Board decided reconvening would allow the necessary time for finalizing all funding recommendations including any fund balance. A (virtual) funding recommendation finalization meeting was set for Tuesday, September 9, 2025, 2-4PM.

XIV. Call to Adjourn

- Vice Chair, Ms. Chamness, motioned to adjourn at 3:54PM; recording stopped.