



Tier I & Zoological and Tier II Advisory Boards' Orientation

Thursday, May 28, 2026 | 1:00–4:00PM

Mid-Valley Performing Arts Center, Centennial Room
2525 Taylorsville Blvd Taylorsville, UT 84129

In-Person | Virtual [LINK](#)

DRAFT MEETING MINUTES

Attendance

Tier I & Zoological Advisory Board: Vice Chair Lynette Wendel, Amanda Mulia, Andrea Hansen, Rita Wright, Heidi Prokop, and Amy McKay Butler. Excused: Peter Klinge (Chair)

Tier II Advisory Board: Paul Pehrson (Chair), Patti Hobfoll (Vice Chair), Mayor Dirk Burton, Ryan Riches, Kelleigh Helm, Alex Aberman, Katie Mussel, Sarah Pearce, Brian Van Ausdal, and David Pack. Excused: Sheryl Gillilan and Mayor Dustin Gettel

Staff: Samantha Thermos, Kelsey M. Ellis, Cody Gotez, Dustyn Burt, Matt Castillo, Caleb Martin, Craig Wangsgard (DA)

AGENDA

I. Welcome/Call to Order: Acting Chairs/Vice Chairs 1:09PM

- Introducing the existing and new members on respective boards
 - Lynette Wendel – Tier I & Zoological (TI&Z)
 - Paul Pehrson – Tier II (TII)

II. Agenda & Housekeeping Overview: Samantha Thermos, Director

- Ms. Thermos provided an agenda overview, walkthrough of the board binders and noted later afternoon meeting logistics.

III. Public Comment Period: Acting Chairs Wendel & Pehrson.

- There was no public comment for either advisory board - TI&Z or TII.

IV. ACTION ITEM: Approve TI&Z Advisory Board 11.17.25 Meeting Minutes

- **Ms. Mulia motion to approve the meeting minutes with clarification edits suggested by Ms. Wendel; Ms. Hansen seconded. There were none opposed. Motion passed unanimously.**

V. ACTION ITEM: Approve TII Advisory Board 9.9.25 Meeting Minutes

- **Mr. Riches motioned to approve the meeting minutes; Mayor Burton seconded. There were none opposed. Motion passed unanimously.**

VI. ACTION ITEM: Election of 2026 TII Advisory Board Leadership – Samantha

- Nominees: Paul Pehrson, Chair | Patti Hobfoll, Vice Chair
- Ms. Thermos provided context for the changes to TII board leadership and asked if there were any more nominations.
- Ms. Thermos asked the DA about the process of calling for a vote, and DA Wangsgard

provided context about how the vote needs to happen.

- Ms. Thermos called for a vote for Chair.
 - **Voting was completed; There were none opposed. Mr. Pehrson passed as Chair unanimously.**
- Ms. Thermos called for a vote for Vice Chair.
 - **Voting was completed; There were none opposed. Ms. Hobfoll. Pehrson passed as Chair unanimously.**

VII. Utah Open & Public Meetings Act Training: Craig Wangsgard, Senior Deputy District Attorney

- DA Wangsgard provided the advisory boards' annual training in a verbal format.

VIII. Advisory Board Manual Overview: Staff Presentation (29 slide PowerPoint)

- Ms. Thermos directed members to the board binder to discuss the board manual, housekeeping and logistical items, practice proposals, and breakout session agendas.
- Primary Focus: Grant Review Related Information
 - Board roles and responsibilities, TI&Z site visits, applications to review, board purpose and membership makeup, TII summer discipline subcommittee meetings and understanding TI&Z and TII upcoming all-day review meetings.
- Submittable: Refresher/Q&A
 - Mr. Goetz demonstrated with the platform to review certain areas with the board - where they can complete reviews and access applicant information.

IX. ACTION ITEM: Vote on TI&Z Advisory Board Practice Proposal Updates

- Break requested by board members for more time to review practice proposals. 2:58 PM return to discussion regarding details of the proposal.
- Ms. Thermos reminded the board that this practice is in response to their request during the previous review cycle to simplify this aspect of time and mechanics of the all-day review meeting - developed from the Q1 volunteer boards' working groups.
- **Ms. Mulia motioned to approve the Related Party Transaction board practice; Ms. Prokop seconded. There were none opposed. Motion passed unanimously.**

X. ACTION ITEM: Vote TII Advisory Board Practice Proposal Updates – Budget Allocations

- Break requested by board members for more time to review practice proposals. 2:58 PM return to discussion regarding details of the four proposals.
- Mr. Goetz facilitated a Q&A discussion regard the proposed practiced developed from the Q1 volunteer boards' working groups.
- **Ms. Aberman motioned to approve the Tier I Reserve board practice; Mr. Pack seconded. There were none opposed. Motion passed unanimously.**
- **Ms. Hobfoll motioned to approve the Outside of SLCo board practice; Mr. Riches seconded. There were none opposed. Motion passed unanimously.**
- **Mayor Burton motioned to approve the Treatment of New & Returning Organization; Ms. Hobfoll seconded. There were none opposed. Motion passed unanimously.**
- **Mayor Burton motioned to approve the Formula for Unallocated or Reduced Budget Funding; Ms. Mussel seconded. There were none opposed. Motion passed unanimously.**

XII. Photos & Break

XIII. Advisory Boards Breakout Sessions: Staff Checklist & Reminders

- TI&Z board moved to the second-floor conference room. TII board stayed in the current meeting space.

TI&Z:

- Ms. Thermos began with a TI&Z site visit specific logistical check-in. She moved on to discipline definition requirement reminders to Lead Reviewers for both botanical and zoological applicants.
- Ms. Thermos concluded with letting the board know the types of communication they can expect over the summer review season from her and vice versa, they can contact her for support such as requests for clarification.

TII:

- Mr. Goetz discussed and handed out the summer schedule for upcoming subcommittee meetings.
- ZAP's Impact Program Manager, Ms. Ellis, gave an overview of the Grants for Advancing Local Arts Agencies (GALAA) program within the TII application.

XIV. Adjourn**TI&Z:** Acting Chair Wendel

- Ms. Butler motioned to adjourn at 4:15 PM. Recording stopped.

TII: Chair Pehrson

- Mr. Riches motioned to adjourn at 4:00 PM. Recording stopped.

Materials

- Meeting Agenda
- Previous Meeting Minutes (TII 2025 | TI&Z 2026)
- Board Roster w/ Bios, Contact Info & Leadership
- Advisory Board Manual
- Open and Public Meetings Act Training Reference

Important Dates – Mid-Valley Performing Arts Center

- **Thursday, August 27, 9AM-4PM:** Tier I + Zoological All-Day Review
- **Thursday, September 24, 9AM-4PM:** Tier II All-Day Review