

Idaho State University  
**Cultural Affairs Council**  
Minutes

Wednesday, March 12, 2008  
4:00 p.m.  
First Security Conference Room,  
Business Administration Building

In Attendance: Freudenthal, Kearns, Manopoulos (Chair), Ray  
Excused: Anderson, Bhushan, Livingston Friedley  
Absent: Herrman, Richards  
Non-voting: Wallace (Recording Secretary)

Manopoulos opened the meeting and declared a quorum was present. She announced that Scott Anderson had emailed his resignation from the Council. His membership expires in May, and it was decided not to try to replace him for the few remaining weeks of the semester.

**A. Minutes of February 20, 2008**

**ACTION:** Moved by Ray and seconded by Freudenthal to **approve the minutes. Passed** unanimously.

**B. Grant Proposal for Larissa Lai as guest speaker – from Sharon Sieber – carried over from last meeting**

The Council members had each received a copy of Dr. Brian Attebery's endorsement of the proposal to have Larissa Lai come to ISU as a guest speaker. Manopoulos briefly sketched the grant funds' status and remarked that to fully fund the request would require dipping into the Local Account and taking out approximately \$456. Catherine pointed out that the M.F.A. Art Exhibit costs deducted from the State Allocation Account totaled \$1761.28, which is \$238.72 less than the \$2000 grant award. The savings will be applied toward this request. Manopoulos reminded that the Euro is still rising against the dollar, so her request for additional funds for the Francophonie event may go up as well. Kearns expressed her willingness to dip into the Local Account for this event. Ray disagreed in principle with taking small amounts from the Local Account, preferring to save it for larger, more important (and expensive) events.

**ACTION:** Kearns **moved to fully fund Sharon Sieber's request** for money to bring Larissa Lai to ISU. Seconded by Freudenthal. The vote was 3 for, none against, and 1 abstention. **The motion passed.**

**C. Procedure for grant application (draft)**

1. Mini-grant:
  - a. Fill out a mini-grant application form
  - b. Letter requesting the funds, and including the following:
    - description of the project
    - list of the people involved and their function in the project
    - detailed information on the guest or guests, and bio.
    - Importance of the project for the university
    - Description of the cost-sharing
  - c. A detailed budget
  - d. Proof of cost-sharing

2. Other grants

- a. Letter requesting the funds, and including the following:
  - description of the project
  - list of the people involved and their function in the project
  - detailed information on the guest or guests, and bio.
  - Importance of the project for the university
  - Specify whether it will be free and open to the public or if an admission will be charged.
  - Description of cost-sharing if co-sponsored
- b. A detailed budget

Freudenthal suggested the procedure be more **specific about what sorts of things constitute proof of cost-sharing**. Kearns recommended the form and website include information about **whom to contact for more information** about the grants and **where to submit proposals**. There was some discussion about the April 8<sup>th</sup> deadline and whether it should be extended to allow more time for proposals to be submitted. It was decided to leave it as-is, but to **publicize the availability of grant funds** more widely. The Faculty Senate Chair will be asked to make an announcement in the upcoming Faculty Senate meeting. Manopoulos will contact *News and Notes* again. Manopoulos will revise the above procedures to incorporate the members' suggestions and will forward the document to Catherine for posting to the Faculty Senate and Cultural Affairs Council websites.

**D. Follow-up:** Alok Bhushan's projects – *skipped; Bhushan is currently in England and unable to make a progress report at this time.*

**E. Adjournment:** 4:40 p.m.

The next meeting will be on a yet-to-be-determined **Wednesday at 3:00 p.m.** in the First Security Room in the BA building.

The Bylaws were consulted to verify Manopoulos' term as Chair and when the next election should be held to choose a Chair-Elect. It was determined that the election should be held during the last Cultural Affairs Council meeting in Fall 2008 to choose a Chair-Elect for Spring 2009, who then will assume the duties of Chair on July 1, 2009. Terms are for two years, with a one-semester overlap for training.

Respectfully submitted by,

Catherine Wallace  
Administrative Assistant I  
Faculty Senate Office

Approved by Cultural Affairs Council: April 2, 2008 (via email ballot)  
Accepted by Faculty Senate: April 7, 2008