

21

**AGENDA ITEM
ST. JOHNS COUNTY BOARD OF COUNTY COMMISSIONERS**

Deadline for Submission - Wednesday 9 a.m. – Thirteen Days Prior to BCC Meeting

3/21/2023

BCC MEETING DATE

TO: Hunter S. Conrad, County Administrator

DATE: February 13, 2023

FROM: Tera Meeks, Director, Tourism

PHONE: 904 209-4428

SUBJECT OR TITLE: ARTS/CULTURE/HERITAGE EVALUATION PANEL BYLAWS

AGENDA TYPE: Consent Agenda, Resolution

BACKGROUND INFORMATION:

The Tourist Development Council (TDC) has recommended the establishment of a new panel, the Arts, Culture & Heritage Grant Evaluation Panel (Panel). The purpose of the Panel is to evaluate and rank the annual Arts, Culture & Heritage Grant funding applications in accordance with approved funding guidelines as enumerated by the TDC in accordance with F.S. 125.0104. The requested new panel will replace the sunset Arts, Culture & Heritage Funding Panel and will provide a revised structure and member composition which will offer more stability in the membership of the panel and more consistency in the review of applications from year to year.

1. IS FUNDING REQUIRED? No

2. IF YES, INDICATE IF BUDGETED. No

IF FUNDING IS REQUIRED, MANDATORY OMB REVIEW IS REQUIRED:

INDICATE FUNDING SOURCE:

SUGGESTED MOTION/RECOMMENDATION/ACTION:

Motion to adopt Resolution No. 2023-____ establishing the by-laws of the Arts, Culture and Heritage Evaluation Panel attached here, providing an effective date.

For Administration Use Only:

Legal: Jalisa Ferguson 2/16/2023

OMB: N/A

Admin: Joy Andrews 2/24/2023

RESOLUTION NO. 2023-

A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, ESTABLISHING AND APPROVING BY-LAWS OF THE ARTS, CULTURE & HERITAGE EVALUATION PANEL; AND PROVIDING AN EFFECTIVE DATE

RECITALS

WHEREAS, the Arts, Culture & Heritage Funding Panel was an advisory committee to the St. Johns County Board of County Commissioners (the Board) charged with evaluating and ranking funding applications in accordance with approved funding guidelines as established by the St. Johns County Tourist Development Council (TDC) and approved by the Board in accordance with Section 125.0104, Florida Statutes; and

WHEREAS, the Arts, Culture & Heritage Funding Panel has been sunset by the Board on _____ as recommended by the TDC to allow for the creation of a new Arts, Culture & Heritage Grant Evaluation Panel (the Panel) with bylaws that outline an alternative member composition and member selection process that better meets the needs of the current Arts, Culture and Heritage grants program;

WHEREAS, going forward, the Panel will be the advisory committee to the Board charged with evaluating and ranking funding applications in accordance with approved funding guidelines as established by the St. Johns County Tourist Development Council (TDC) and approved by the Board in accordance with Section 125.0104, Florida Statutes; and

WHEREAS, the Board desires to approve the Panel's bylaws, as recommended by the TDC.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA:

Section 1. The above recitals are incorporated by reference into the body of this resolution and are adopted as findings of fact.

Section 2. The Board approves the Panel's bylaws as set forth in the attached document, the contents of which are incorporated into this resolution.

Section 3. To the extent that there are typographical or administrative errors that do not change the tone, tenor, or concept of this resolution, this resolution may be revised without subsequent Board approval.

Section 4. This resolution shall be effective upon adoption by the Board.

[The remainder of this page is intentionally blank.]

PASSED AND ADOPTED by the Board of County Commissioners of St. Johns County, Florida, this _____ day of March 2023.

BOARD OF COUNTY
COMMISSIONERS OF ST. JOHNS
COUNTY, FLORIDA

By:

Christian Whitehurst, Chair

ATTEST: Brandon J. Patty
Clerk of the Circuit Court & Comptroller

By: _____
Deputy Clerk

BYLAWS
ARTS/CULTURE/HERITAGE GRANTS EVALUATION PANEL
Revised: March 2023

ARTICLE I: MISSION

Utilize Tourist Development Tax funds available for the Arts/Culture/Heritage Funding Program to best achieve Tourist Development Goals of generating incremental overnight visitor stays, generating incremental visitor expenditures within St. Johns County, and advancing the quality of the Arts, Culture, and Heritage industries in St. Johns County as a tourism demand generator.

PURPOSE

The Grants Evaluation Panel is an advisory committee to the St. Johns County Board of County Commissioners. Their charge is to evaluate and rank Arts, Culture & Heritage grant applications in accordance with the approved grant program guidelines as enumerated by their mission and goals established by the Tourist Development Council and in accordance with Chapter 125.0104, Florida Statutes.

ARTICLE II; MEMBERSHIP

- A. Members - The ACH Grants Evaluation Panel will consist of five (5) professional positions who represent the Tourism industry.
 - 1. Up to two positions shall consist of a representative from the St. Johns County Tourism and Cultural Development Department. The position may be filled by the Department Director or other assigned designated Tourist and Cultural Development Department staff member.
 - 2. Up to two positions shall consist of representatives from the St. Johns Cultural Council (Cultural Council). The positions may be filled by the Executive Director, an Officer of the Cultural Council Board or other assigned designated Cultural Council staff member.
 - 3. Up to two positions shall consist of a representative from the Visitor and Convention Bureau. The position may be filled by the CEO or other designated Visitor and Convention Bureau staff member.
 - 4. Up to one position shall consist of a representative from the St. Johns County Chamber of Commerce. The position may be filled by the President/Executive Director or designated St. Johns County Chamber of Commerce staff member.

- B. Members shall consist of the designated organization representatives as listed above and shall meet the attendance requirements as indicated below.

- C. Vacancies – In the event an identified organization or representative position is absolved, the vacancy in membership shall be filled consistent with Rule 2.202 of the Rules and Policies of the St. Johns County Board of County Commissioners.

ARTICLE III: FACILITATOR

- A. The Grants Evaluation Panel will have a Facilitator.

- B. The Facilitator shall be a member of the Cultural Council Board of Directors and shall be selected by the Cultural Council.

- C. Duties of Facilitator – The Facilitator shall attend all meetings of the Grants Panel and any workshops as deemed necessary. The Facilitator shall serve as a facilitator for the Funding processes to assure fairness and consistency in applying the approved guidelines and procedures during the process. The Facilitator shall not be a member of the Panel and may not vote on any matter that comes before the Panel.

ARTICLE IV: MEETINGS

A. Regular Meetings – The Grants Evaluation Panel shall have a public meeting to review and score the ACH Grant Applications. Meetings shall be held in the county Administration Building at 500 San Sebastian View, St. Augustine, Florida.

B. Quorum - A quorum shall be defined as having a majority of the voting members of the Panel in attendance at a meeting.

C. Open Meetings - All meetings of the Grants Evaluation Panel shall be in accordance with Florida's Sunshine Law provisions and County policies regarding electronic recording of proceedings and preparation of meeting minutes.

D. Other - All other rules of attendance, alternates and vacancies contained within Section 2.202 of the RULES AND POLICIES of the ST. JOHNS COUNTY BOARD OF COUNTY COMMISSIONERS shall apply.

BYLAWS
ARTS/CULTURE/HERITAGE GRANTS EVALUATION FUNDING PANEL
Revised: March 2023

ARTICLE I: MISSION

Utilize Tourist Development Tax funds available for the Arts/Culture/Heritage Funding Program to best achieve Tourist Development Goals of generating incremental overnight visitor stays, generating incremental visitor expenditures within St. Johns County, and advancing the quality of the Arts, Culture, and Heritage industries in St. Johns County as a tourism demand generator.

PURPOSE

The ~~Grantsfunding~~ Evaluation Panel is an advisory committee to the St. Johns County Board of County Commissioners. Their charge is to evaluate and rank Arts, Culture & Heritage grantfunding applications in accordance with the approved funding grant program guidelines as enumerated by their mission and goals established by the Tourist Development Council and in accordance with Chapter 125.0104, Florida Statutes.

ARTICLE II: MEMBERSHIP

A. Members - The ACH Grants EvaluationFunding Panel will consist of ~~five~~ nine (5)(9) members ~~appointed professional positions who represent the Tourism industry, appointed by the Board of County Commissioners consistent with County Commission Rule 2.201.~~

~~1. Up to two~~ Seven members shall be defined as Regular Members and have full voting privileges; two members shall serve as Alternate Members and will have voting privileges only in the absence of one or more Regular Member.

~~All Members shall be residents of St. Johns County.~~

1. One positions shall consist of a representative from the St. Johns County Tourism and Cultural Development Department. The position may consist of be filled by the Department County's Director of Tourism Development or other assigned designated Tourist and Cultural Development Department staff member.

~~2. Up to two positions designated from the shall consist of representatives -from the St. Johns Cultural Council (Cultural Council). The positions may be filled by the ; they shall consist Executive Director, an Officer of the Cultural Council Board or other assigned designated Cultural Council staff member. Of the Regular Members, two shall be non-county residents who are professionals with arts, cultural, or heritage organizations or institutions with experience utilizing events as tourism demand generators; Five Regular Members shall be residents of St. Johns County with demonstrated interest in tourism/cultural development and promotion. Every reasonable effort shall be made to have all County Commission districts equally represented on the Funding Panel.~~

~~2.~~

3. Up to One two positions shall consist of a representative from the Visitor and Convention Bureau. The position may be filled by the the CEO or other designated Visitor and Convention Bureau staff member. from the Visitor and Convention Bureau.

4. Up to one position shall consist of a representative from the St. Johns County Chamber of Commerce. The position may be filled by One position shall consist of the President/Executive Director or designated St. Johns County Chamber of Commerce staff member from the St. Johns County Chamber of Commeree.

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3. ~~Of the Alternate Members, one shall be a non-county resident with qualifications as described in paragraph 2. above, and one shall be a St. Johns County resident qualified as described in paragraph 2. above.~~

~~B. Terms of Office – SJC resident members shall be appointed for a term of two (2) years and may be appointed for up to three full consecutive terms. The three non-resident members shall serve a one year term and may be reappointed for up to four consecutive terms.~~

~~B. Members shall consist of the be those designated organization representatives as listed above appointed to such position and shall meet the attendance requirements as indicated below.~~

~~C. Vacancies – In the event an identified organization or representative position is absolved, the Any vacancy in membership shall be filled consistent with Rule 2.202 of the Rules and Policies of the St. Johns County Board of County Commissioners.~~

~~D. Removal from Membership – The absence of any member from two regular or special meetings in one year will declare vacant the seat of such member, in which event the vacancy created shall be filled pursuant to Article II A.~~

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ARTICLE III: FACILITATOR

A. The GrantsFunding Evaluation Panel will have a Facilitator.

B. The Facilitator shall be a member of the St. Johns County Cultural Council Board of Directors (Cultural Council) and shall be selected by the Cultural Council.

C. Duties of Facilitator – The Facilitator shall attend all meetings of the GrantsFunding Panel and any workshops as deemed necessary. The Facilitator shall serve as a facilitator for the Funding processes to assure fairness and consistency in applying the approved guidelines and procedures during the process. The Facilitator shall not be a member of the Funding Panel and may not vote on any matter that comes before the Funding Panel.

ARTICLE IV: MEETINGS

A. Regular Meetings – The Grants EvaluationFunding Panel shall have a public meeting to review and score the ACH Grant Applications. meet quarterly. Meetings shall be held in the county Administration Building at 500 San Sebastian View, St. Augustine, Florida.

B. Quorum - A quorum shall be defined as having a majority of the voting members of the Funding Panel in attendance at a meeting.

C. Open Meetings - All meetings of the GrantsFunding Evaluation Panel shall be in accordance with Florida's Sunshine Law provisions and County policies regarding electronic recording of proceedings and preparation of meeting minutes.

~~D. Meeting Related Travel Expense – Non resident professional members of the Funding Panel may be reimbursed for reasonable and actual expenses for travel from their home to St. Augustine in accordance with Section 125.0104 Florida Statutes and as approved by the St. Johns County Board of County Commissioners.~~

F. Other - All other rules of attendance, alternates and vacancies contained within Section 2.202 of the RULES AND POLICIES of the ST. JOHNS COUNTY BOARD OF COUNTY COMMISSIONERS shall apply.

