

**Capitol Art Exhibit Advisory Committee (CAEAC):**  
**Oct. 31 Call For Artists (CFP) Subcommittee Mtg. [VIRTUAL]**  
Thursday, Oct. 31, 2024  
11 AM - NOON

**VIRTUAL Meeting Access**

- Public access: [Zoom link](#)
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**AGENDA**

- Call to Order
  - **[Note:** This is an informational meeting; no action will be taken]
- Review of Agenda
- Review of Oct. 15 CAEAC CFP Subcommittee MINUTES
- Call for Proposals process
  - Review Call for Proposals DRAFT
  - Review Capitol Art Gallery Exhibition Proposal DRAFT
- Prepare for Nov. 18 CAEAC mtg.
- Closing notes / next steps
  - Upcoming meetings:
    - Fri., Nov. 15, 9-10am (TBD, as needed)
- Adjourn

**Attachments:**

- 2024\_10\_15\_CAEAC\_CFP\_Subcommittee\_MINUTES

## **Capitol Art Exhibit Advisory Committee (CAEAC)**

### **MINUTES Oct. 31 Call for Proposals (CFP) Subcommittee Mtg.**

Thursday, Oct. 31, 2024, 11am-noon

[Meeting was held virtually]

**Present:** Gita Ghei, Mara Hanel, Brenda Raney (MNHS), Sue Gens (MN State Arts Board)

**Other attendees:** Lindsey Rulon-Miller (CAEAC Administrative Support, MNHS), Gretchen Funk (MNHS)

### **MINUTES:**

- Call to Order
  - **[Note:** This is an informational meeting; no action will be taken]
- Review of Agenda
- Review of Oct. 15 CFP Subcommittee MINUTES
- Call for Proposals process
  - Review Call for Proposals DRAFT
    - *Discussion of performance aspect; subcommittee opted to discuss with the larger committee and suggested putting performance “on hold” for this round of applications for further thought, capacity, and planning with the full committee and administrative support (MNHS)*
    - *Discussion of using a Google Form (and hardcopy for accessibility) and data collection*
    - *Discussion of suggestion of applicant speaking to the committee, noted as not a common practice on initial applications; members suggest not pursuing*
  - Review Capitol Art Gallery Exhibition Proposal DRAFT
    - *Discussion of no sales or solicitation policy at the Capitol; discussion about sharing options for artist promotion like a guest book or contact information*
    - *Discussion of artists who choose to apply as a team should be discussed with full committee*
    - *Discussion of practical options for submission requirements and what is reasonable to have completed at the time of application*
- Prepare for Nov. 18 CAEAC mtg.
  - *Hanel and Ghei will co-present an update re.:*
    - *Overall concept (2 tier approach) and call for proposal*
- Closing notes / next steps
  - *Due to short timeframe to updated documents, subcommittee decided to move meeting forward one week*
  - Upcoming meetings:
    - *Fri., Nov. 7, 11am-noon (updated)*
- Adjourn