

Capitol Art Exhibit Advisory Committee (CAEAC):
Nov. 7 Call for Proposals (CFP) Subcommittee Mtg. [VIRTUAL]
Thursday, Nov. 7, 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. 31 CAEAC CFP Subcommittee MINUTES
- Call for Artist process
 - DRAFT: 2027 CAEAC Call for Proposals Form
 - DRAFT: 2027 CAEAC Call for Proposals Notice
- Prepare for Nov. 18 CAEAC mtg.
- Closing notes / next steps
- Adjourn

Attachments:

- 24_11_04_UPDATED_2027_CAEAC_Call_for_Proposals_Form_DRAFT
- 24_11_04_UPDATED_2027_Call_for_Proposals_Notice_DRAFT

Capitol Art Exhibit Advisory Committee (CAEAC)

MINUTES Nov. 7 Call for Proposals (CFP) Subcommittee Mtg.

Thursday, Nov. 7, 2024, 11am-noon

[Meeting was held virtually]

Present: Gita Ghei, Mara Hanel, Brenda Raney (MNHS) [**Not Present:** 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. 31 CFP Subcommittee MINUTES
 - *Minutes will be sent at a later date for email review by members*
- Call for Artist process
 - DRAFT: 2027 CAEAC Call for Proposal Form
 - DRAFT: 2027 CAEAC Call for Proposal Notice
- Prepare for Nov. 18 CAEAC mtg.
 - *Larger points and introduction of subcommittee work presented by Rulon-Miller:*
 - *CFP notice and form are in draft state; more work will need to be done, this is an overview*
 - *Call for Proposal, applying to the 2027 calendar year, omitting branding (option to include Legacy logo)*
 - *Hanel and Ghei to present on the details of the CFP process:*
 - *Introduce full CAEAC committee to the “two step” application process*
 - *Applications will be entered using a Google form (with hardcopy backup for accessibility) using the Dept. of Admin. website (the same process as was used for the 2019 Call for Proposals), then collected for CAEAC by Rulon-Miller using a google drive supplied by MNHS*
 - *Marketing of the Call for Proposal process will be managed through MNHS event listings and social media, in addition to the Dept. of Admin.’s usual communication distribution lists, and CAEAC member outreach*
 - *Rubric and scoring will be a greater discussion in February 2025*
 - *Committee conversation and questions with Hanel and Ghei:*
 - *Discussion of requirement of “installation ready” vs. works in progress*
 - *Application logistics to bring to the larger CAEAC for consideration, including:*
 - *How many images artists should submit?*
 - *2D/3D options, space accommodating work*
 - *Medium/media instead of checklist*
 - *Solicitation policy, cards and guestbook*
 - *Asking artists for more information may be later in process*
- Closing notes / next steps
- Adjourn

Attachments:

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