



**City of Dallas**

# **Annual Report Committee**

**August 07, 2024**

Office of Arts and Culture  
City of Dallas

# Agenda



- Call to Order
- Voting Agenda Items
- Briefings
- Upcoming Meetings and Events



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# Voting Agenda Items



1. Approval of the January 10, 2024, Annual Report Committee meeting minutes.
2. Vote to approve the FY 2024-25 Meeting Schedule for FY 2024 Annual Report



# FY 2024-25 Meeting Schedule



- August 7
- September 11 (Patriot Day) [September 4 or September 18]
- October 9
- November 13
- December 11 (tentative)
- January 8

Annual Reports Committee meetings are scheduled for the second Wednesday of every month.



# Agenda



- Call to Order
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- A. Briefing and review of Annual Report requirements [OAC Staff]
- B. Discuss and outline FY 2024 Annual Report including the body of the report and the appendix
- C. Planning for goals from the Arts and Culture Advisory Commission and related Committees.
- D. Review progress of FY 2023 Annual Report goals.

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# Annual Report Requirements



## 2024 Boards and Commissions Annual Report Checklist

B/C Name: Arts and Culture Advisory Commission

Board/Commission Published Alternative Report

8-1.1(f)

Provide link

### COMPONENTS

Submitted by Feb. 1

8-1.1(a)

Submitted to City Manager

8-1.1(a)

Chair Cover Letter Submitted and Signed

8-1.1(a)(1)

Table of Contents

8-1.1(a)(2)

Mission Stated or Guiding Principles

8-1.1(a)(3)

Summary and Highlights of Year and Objectives/Accomplishments

8-1.1(a)(4)

List of Objectives and Programs for Coming Year

8-1.1(a)(5)

Board Recommendations

8-1.1(a)(6)

Other Information

8-1.1(a)(7)

Copies Distributed to CM, City Council, Board

8-1.1(b)

CMO/MCC provided Annual Report development guidance

8-1.1(c)



# Annual Report Requirements



## FORMATTING

**8 ½ x 11 Formatted for Printing**

8-1.1(d)(1)

**Cover Page and Logo**

8-1.1(d)(2)

## MINORITY REPORT

**A Minority Report was Included**

8-1.1(e)

## COMPLIANCE REVIEW

**Annual Report was analyzed and evaluated according to Sec. 8-1.1(g).**

**Annual Reports were submitted to City Council**

8-1.1(g)

(Date and Link)

Notes, Recommendations, and Feedback:



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# Annual Report Examples



- Civil Service Board
- Environmental Commission
- Park & Recreation Board



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- Public Speakers
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# Upcoming Meetings and Events



- Arts and Culture Advisory Commission, Chair David Small – (August 15, 2024)
- Cultural Plan & Equity Committee, Committee Chair Vicki Meek – (August 29, 2024)
- Allocations Committee, Committee Chair Mickie Bragalone – (September 05, 2024)
- Public Art Committee, Committee Chair Krista Weinstein – (September 10, 2024)
- Annual Reports Committee, Committee Chair Jim Nugent – (September 18, 2024)



