

A.R.T.S.

ARTS RESOURCES TO SHARE • RESOURCES FOR THE ARTS ORGANIZATION FROM THE OKLAHOMA ARTS COUNCIL

GREAT NEWS! OAC APPLICATION FORMS ARE ONLINE!

You spoke—we listened. First, we simplified the application forms, then we provided you with the “Big Book” (Grant Guidelines and Applications) so you’d have everything at your fingertips, and now on the Oklahoma Arts Council’s home page (www.state.ok.us/~arts), we’ve put the application forms online (www.state.ok.us/~arts/how.html)! Online applications will make it easier for you or other members of your organization to access and complete forms. Don’t have a computer? Public libraries and public schools in Oklahoma have Internet access through the state network so you can take advantage of our Web site applications at those locations. The forms can be filled out online and then printed as required for hard copy submission. Instructions are given but we’re always available to help if you have questions!

SCHOLARSHIP FUNDS AVAILABLE FOR TRAINING

The Center for Nonprofit Management has announced that due to the generosity of ONG, OG&E, and PSO, scholarship funds are available to assist with training fees for charitable nonprofit 501(c)(3) organizations. Up to 50 percent scholarships are available for CNM’s management workshops and conferences, and up to 25 percent scholarships are available for computer training. Scholarships are granted based upon need or budget size and are given on a first-come, first-served basis. For additional information, contact The Center for Nonprofit Management in either Oklahoma City (405.236.8133) or Tulsa (918.579.1900).

FOCUS ON FUNDING

The Lila Wallace-Reader’s Digest Fund and the Doris Duke Charitable Foundation are funding the Arts Partners Program that offers planning and project grants to professional performing arts presenting organizations. Planning grants are to assist presenters in forming and developing partnerships with artists and communities while creating specific plans for an adult audience development project. Project grants are designed to provide substantial funding for the implementation of a well-planned adult audience development project involving an extended residency by a performing artist, company or group. For further information, call 202.833.2787 or visit the Web site – www.artspresenters.org

Deadlines:	Planning Grants	Intent to apply due:	February 4, 2000
		Application deadline:	March 10, 2000
	Project Grants	Intent to apply due:	April 7, 2000
		Application deadline:	May 19, 2000

Self-Help Corner

Q: Are non-profit organizations subject to the Oklahoma Open Meeting Act*?

A: The Open Meeting Act applies to public bodies holding meetings. Although the definition of “public body” is lengthy, it is broad enough to include the board of directors of a non-profit corporation if that board is supported in whole or in part by public funds or entrusted with the expending of public funds or administering public property and includes committees or subcommittees if they exercise decision-making authority on behalf of that entity. This would include any organizations receiving funds from the Oklahoma Arts Council.

* [We strongly recommend reading the entire act \(see cite at the end of this article\)](#) as this treatise is not all encompassing but a summary of selected applicable points.

Q: What does the Oklahoma Open Meeting Act require of public bodies holding meetings?

A: Among other things, the act requires: (1) advance notice of the date, time and place of meetings and agendas; (2) scheduling meetings at times and places convenient and accessible to the public; (3) recording notes of members; (4) taking minutes of meetings; (5) holding executive sessions (inaccessible to the public) only for certain specific purposes; and (6) refraining from holding informal gatherings of a majority of board members in which public business is conducted or discussed.

Q: How do you define a “meeting”?

A: “The conducting of business of a public body by a majority of its members being personally together,” including committees, subcommittees, or informal gatherings where a majority of the body’s members are personally present conducting or discussing public business even if no action is taken.

Q: What must be done before meetings?

A: (1) The public body must provide written notice of the time, place, and date that the meetings will be held to record keepers: the Secretary of State for state public bodies, county clerk of the county where they are principally located for county public bodies, municipal clerk where principally located for municipal public bodies, and for multicounty/regional/areawide/district public bodies, notice to the county clerk where they are principally located or if no office exists, to the county clerk of all the counties served by the body.

(2) Public notice must be given as follows: for all regularly scheduled meetings – by December 15 for the following year; any change to a regularly scheduled meeting - not less than 10 days prior to the change; special meetings - not less than 48 hours prior to the meeting; and emergency meetings (dealing with a situation involving injury to persons or injury and damage to public or personal property or immediate financial loss when the time requirements for public notice of a special meeting would make such procedure impractical and increase the likelihood of injury or damage or immediate financial loss) - as much advance public notice as is reasonable and possible under the circumstances. To continue or reconvene a meeting, the date, time and place must be announced at the original meeting and only matters on the agenda of that previous meeting can be discussed.

(3) The date, time, place and agenda for public meetings must be posted at least 24 hours (excluding Saturdays, Sundays, and legal holidays) prior to the meeting. This notice and agenda must be posted in prominent public view (a location which is accessible and convenient to the public at

any time during this 24-hour period) at the principal office of the public body or at the location of said meeting if no office exists.

(4) Write agendas so an ordinary citizen can understand what the public body will be doing at the meeting. The use of “new business” shall mean “any matter not known about or which could not have been reasonably foreseen prior to the time of posting” of an agenda.

(5) Hold meetings at times and places convenient and accessible to the public.

Q: What procedures must be followed in all meetings?

A: (1) The vote of each member must be publicly cast and recorded. (2) Section 307 allows public bodies to hold executive sessions (closed to the public) under limited circumstances for discussion only if specified procedures are strictly complied with. Actions arising out of executive session must be voted on in the open meeting. (3) Written minutes are to be open to public inspection and must contain the following information: manner and time that notice was given of the particular meeting, members present and absent, all matters considered by the public body, all actions taken by such public body and for emergency meetings, the nature of the emergency and the reasons for calling an emergency meeting. (4) No informal gatherings or electronic or telephonic communications (except as authorized in Section 307.1) by a majority of members of a public body shall be used to decide any action or to take any vote on any matter.

Q: What consequences may ensue from violations of the Open Meeting Act?

A: The act states that “any action taken in willful violation of this act shall be invalid.” It also states “any person or

persons willfully violating any of the provisions of this act shall be guilty of a misdemeanor and upon conviction shall be punished by a fine not exceeding Five Hundred Dollars (\$500.00) or by imprisonment in the county jail for a period not exceeding one (1) year or by both such fine and imprisonment.”

If a public body discovers that it has violated the act, the proper procedure for corrective action is to begin the entire Open Meeting Act process over again, from the filing of notice to the posting of an agenda, the holding of an open meeting at which votes are publicly cast and recorded, and so on.

Q: Where can I find the full text of the Open Meeting Act?

A: In Title 25 of the Oklahoma Statutes, Section 301-314 and Title 25, Section 301-312, 1998 Supplement to the Statutes—<http://oklegal.onenet.net/> (search subject will be Oklahoma Statutes, search for 25-301, continue through the act using the “next” button), check with your local public library or call Marla Clark at the OAC 405.521.2931 for a summary of the act prepared by the Attorney General’s Office.

Hard Copy

Design for Accessibility: An Arts Administrator’s Guide provides detailed guidance on making access an integral part of an organization’s staffing, mission, budget, and programs. Available from the National Assembly of State Arts Agencies, 1010 Vermont Ave., Suite 920, Washington, DC 20005 (202.347.6352).

**Web Connection
Quarterly Highlights**

www.compumentor.org/y2k
Worried about Y2K? Download and print the free “CompuMentor Year 2000 Workbook for Nonprofits” and access Y2K information.

A.R.T.S. editor: Marla Clark
A.R.T.S. designer: Bliss J. Butler
Published by the Oklahoma Arts Council
as authorized by Betty Price, Executive Director
Quik Print has printed 500 copies of this
publication at a cost of \$96.01

Copies have been deposited with the Publications Clearinghouse
of the Oklahoma Department of Libraries.



NONPROFIT ORG.
U.S. POSTAGE
PAID
OKLA. CITY, OKLA.
PERMIT NO. 1462

ARTS RESOURCES TO SHARE • RESOURCES FOR THE ARTS ORGANIZATION FROM THE OKLAHOMA ARTS COUNCIL

Oklahoma Arts Council Funding Opportunities and Deadlines Calendar

Annual Project Support	February 1
Festivals*	60 days prior to start date of project
MiniGrant*	60 days prior to start date of project
Local Government Challenge Grant	May 1
Oklahoma Touring Program*	After April 1, no later than 60 days prior to event
Presenting Program*	At least 90 days prior to first activity
Community Connections	At least 60 days prior to the event
DesignWorks	Call for information
Technical Assistance Program*	60 days prior to the beginning of the project
Master/Apprenticeship Program	August 1
Artists and Educators Collaborative	At least 30 days prior to start of project
School and Museum Partnership	At least 30 days prior to start of project
Arts in Alternative Education*	Call for information
Artists-in-Residence Program*	After April 15, no later than 60 days prior to event
Youth Arts Program*	May 1

*Funding awarded on a first-come, first-served basis.