

Cultural Council

Agenda

**Thursday, January 19th, 2011
Louisville Recreation Center
900 W. Via Appia
7:00 PM**

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of Minutes
- V. Introductions
- VI. Public Comments on Items Not on the Agenda
- VII. Presidents Report-
- VIII. Treasure's Report-Justine
- IX. Elections-President, Vice President, Treasure, Secretary
- X. Assignment of other duties
- XI. City Council Update – Frost
- XII. Fundraising –Susan
- XIII. Event Reports-all
- XIV. Event Calendar Review
- XV. Volunteer Sign up
- XVI. How to run an event
- XVII. City Staff Update /– Kathy, Julie S.
 - a. Section 24-6-402(2)(c) of the Colorado Open Meetings Law requires that all public bodies designate the public place or places for posting of notices of public meetings.
City Hall, 749 Main Street
Police Department/Municipal Court, 992 West Via Appia
Recreation/Senior Center, 900 West Via Appia
Louisville Public Library, 951 Spruce Street
City web site at www.LouisvilleCO.gov

b. Citizen Survey Questions

XVIII. Discussion Items for Next Meeting

Next Meeting Thursday, February 16th, Discussion Items Due by
Friday, February 10th.

XIX. Adjourn

Louisville Cultural Council Treasurer's report for January 19, 2012

Prepared by Justine Vigil-Tapia

General Items

- § Q4 financials prepared by Tara.
- § Presented Coffeehouse Concerts, Chamber Concerts, Silent Movie, Children's Event and Paintin Louisville events in Q4. Did not present Young Artists program this year (collaboration with LAA).
- § Merchandise cost (t-shirts, LSVL stickers) of \$821.98 recorded as Q3 Cost of Goods expense.
- § Merchandise sales of \$720 (Sept 16 – Dec 17) deposited to Savings

Assets

- § Checking account balance of \$13,991.05
- § Savings account balance of \$14,833.14
- § Total current assets of \$28,824.19
- § 2011 starting balance was \$11,285.00 (checking) and \$13,337.96 (savings)
- § Increased assets by 15% during 2011.

Liabilities & Equity

- § Restricted assets (accounting services, AIP, summer concerts) – see Q4 financial statement for balance
- § Unrestricted assets – see Q4 financial statement for balance

Misc. Budget Items

- § Q4 budget savings can be attributed to a reduction in program offerings
- § Still need to pay sales tax for 2011 merchandise sales
- § 2012 draft budget will be available for February meeting; need additional event dates.

Key Dates to Remember

- § SCFD grant writing workshop (1/28 – Northglenn, 2/3 – Denver); early registration required.
- § SCFD Final Grant Report – due 2/15/2012 (submit it early)
- § Community Foundation – final grant report not required for awards less than \$1,000 but it would be nice to submit a report summary in January, 2012
- § Neodata Grant – report summary due (TBD)
- § Colorado Creative Industries – due 6/21/2012 (submit early!); need to review criteria and determine eligibility.

New Board Member Information

- § Please remember to obtain W-9's from event performers; Tara needs that information to prepare 1099's. Tara should also receive event reports.
- § LCC accountant is Tara Williams; email address is info@dollar-sense.com
- § LCC banks with Great Western Bank (downtown Louisville)
- § Receipts must accompany your reimbursement requests
- § Event performers must be paid with a check (no cash payments). President, Treasurer and Andy have LCC checkbooks. Please request a check prior to your event!
- § Cash box (\$300 balance) is usually kept by the Treasurer or the person coordinating an upcoming event.

LCC EVENT SIGN-UP LIST

FRIDAY, JANUARY 20 – COFFEEHOUSE CONCERT (ANDY)



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SUNDAY, JANUARY 22 – CHAMBER CONCERT (SUSAN)



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SATURDAY, JANUARY 28 – CHILDRENS EVENT (DANYELLE?)



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SUNDAY, FEBRUARY 12 – CHAMBER CONCERT (SUSAN)



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FRIDAY, FEBRUARY 17 – COFFEEHOUSE CONCERT (ANDY)



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MISCELLANEOUS TASKS



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1. Reserve your venue. (October- November)
 - a. Julie Seydel at the Rec Center has the unenviable task of trying to create a schedule for the entire year each November that accommodates as much as possible the wishes and needs of all the groups that use the LCA and other facilities. You should ask for your dates at this time. Friday and Saturday evenings are nearly impossible to get afterward (except in summer) although other times might be open with shorter lead times.
2. Book your artist. (As early as possible)
 - a. I have a simple contract I use for the Coffeehouse Concerts and Concerts in the Park. Ask and I will send you a copy.
3. Advertise. (4-6 weeks before the event)
 - a. Get your event information into Julie Kovash (Julie.kovash@comcast.net) and Meredyth Muth (meredythm@louisvilleco.gov) as soon as possible. The LCC website and especially the e-mail blasts are typically responsible for half of our attendees.

From Julie Kovash:

Meredyth at the city publishes our listings at <http://louisvillearts.org>, I put out the e-mail newsletter. When you are ready to publish an event, can you please submit a poster PDF and the following information to both of us:

Event Name
Day/Date
Time
Venue
Cost
Description (1 or 2 paragraphs)
Poster artist name and studio name
Poster artist Web address/e-mail address

- b. Here are some more places to advertise your events.

TheArtsHub (Be sure to check the box for eventful.com):
<http://www.bouldercountyarts.org/calendar/custom/artshub/index.php?com=submit>

KUNC Community Events:

<http://events.publicbroadcasting.net/kunc/events.eventsmain?action=submitEvent>

KGNU Concert Calendar: <http://www.kgnu.org/cgi-bin/noticeform.py?Type=ConcertCalendar>

Zvents (goes to Daily Camera, Denver Post, Westword and others) You will need to set up a free account...it might be worth our while to pay for an LCC premium account that would allow photos:

<http://www.zvents.com>

Colorado Hometown Weekly:

<http://www.coloradahometownweekly.com/form/communitynews.asp>

Boulder Weekly:

Send an e-mail to buzz@boulderweekly.com

Facebook: I usually create an event complete with a jpg of the flyer and invite a subset of my friend list. Be sure to share it to the LCC Facebook page.

- c. Create a flyer for your event. Don't sweat this one too much; my informal surveys show that no more than 1-2 people came to a Coffeehouse Concert because they learned about it from a flyer. I usually create my own for the Coffeehouse Concerts. It takes me 5 minutes since all I do is change the photo, date, and background color on an existing flyer in Adobe Illustrator. My flyers aren't fancy, but they are instantly recognizable, which I feel is more important. Also, I only do 8.5 x 11 flyers for the CCs, because space is very limited on most bulletin boards. Don't put the flyers up too early-two weeks is about right. If you put them up too soon they may not survive or may get covered up before the show.

We also have several volunteer artists on call who will create a flyer given enough lead time. They are:

Gary G.

I do get a professional to create an 11x17 summer concert poster, which will stay up for several months.

Send a pdf of your flyer to Kathy or Julie at the Rec Center. They will print them out for you and arrange for them to be posted in the Rec

Center and other public buildings. You can also arrange to pick them up at the “White House” downtown where Joe has his office.

4. Final preparation (week of the event)

Be sure to check in with your talent and anyone else (e.g. a sound engineer) needed to make the event take place. Contact Kathy M. or Julie S. a few days in advance if you are using the Art Center, to arrange to have the chairs and/or stage set up. Ask people to stack the chairs along the wall afterward.

Coordinate your refreshments. We have two containers for filtered water that you can fill and a limited selection of teas that needs to be periodically replenished. We have an urn that is used (only!) to heat hot water for tea. The King Soopers at 95th and S. Boulder will provide a \$10 or \$20 gift card if you present them with the “donation request letter”. You must edit the letter for your purposes, sign it with Kathy Martin’s name, and initial the signature. You can use this to buy cookies or other refreshments. Do NOT take this letter to other King Soopers. You can also solicit coffee and other refreshments from the business community. Vic’s has agreed to keep sponsoring the Coffeehouse Concerts indefinitely, but not other events.

I usually show up 2-1/2 hours before show time for a Coffeehouse Concert or Concert in the Park to make final arrangements and coordinate set up.

It is helpful to have other volunteers to collect money at the door while you see to last minute needs. Make sure that Maryan, Justine, or Andy is present to write a check if you need to pay the artists. In the unlikely event (except for Concerts in the Park) someone makes more than \$600, you must have them sign a W-9 so the city can send them a 1099 at the end of the year.

5. Afterward: (as soon as possible)

Finally, write up your Event Report using a previous report as a model and send it to Maryan, cc’ing everyone on the LCC, plus Kathy Martin, Julie Seydel, Julie Kovash and Tara Williams (the accountant). Forward any names (if any) for the e-mail to Julie Kovash. Take the proceeds (if any) to the Great Western Bank at Spruce and Main to deposit in the LCC account.