

Cultural Council Meeting Agenda

**Thursday, February 15, 2018
City Hall, 749 Main Street, Louisville, CO
Spruce Conference Room
6:30pm**

We promote arts and culture in Louisville. We program cultural events, advocate for and support artists, and advise City Council. By doing so we engage our diverse social, cultural, and creative community.

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| I. | Call to Order | 5 min |
| II. | Roll Call | (items I–VI) |
| III. | Attendance and Volunteer Hours Log (To Be Circulated) | |
| IV. | Approval of Today's Agenda | |
| V. | Public Comments: Items Not on the Agenda | |
| VI. | Correction and/or Approval of January Meeting Minutes | |
| VII. | Welcome to new LCC member, Mike Crowe, and Introductions | 5 min |
| VIII. | Treasurer's Report, Approval of 2018 Budget (Jennifer) | 5 min |
| IX. | 2018 Programming | 5 min |
| | a. Upcoming indoors: | |
| | i. 3-1, 5:30 – 7:30 p.m. Library Opening Reception, Youth Spring Art Show (Jennifer) | |
| | ii. 3-16, Chain Station (Adam) | |
| X. | Public Art Policy before City Council, 2-20 at 7:00 p.m. | |
| XI. | Election of Officers for 2018 | 10 min |
| XII. | Arts Grants 2017 | 90 min |
| XIII. | Adjourn | |

Attachments: 1-17-2018 Minutes; 2018 Budget; Calendar

Cultural Council

Meeting Minutes

18 January 2018
City Hall, Spruce Room
749 Main Street
6:30pm

- I. Call to Order 6:35 pm by Blake
- II. Attendance: Leah Franks, Debbie Cavies, Blake Welch, Adam Sloat, Mark Cathcart. Late arrivals: Kate Ward, Sean Moynihan and Angie Layton. Absent: Jennifer. City Employee Katie Zoss and new City Council Rep Jeff Lipton and Citizen Mike Crowe also in attendance.
- III. The Volunteer Hours Log was circulated.
- IV. Approval of Today's Agenda: all approved
- V. Public Comments: Items Not on the Agenda: none
- VI. Welcome to New Members (Leah, Mark, Kate), New City Council Representative Jeff Lipton, and introductions.
- VII. Correction and/or Approval of November Meeting Minutes: unanimous approval.
- VIII. Review of 2017 and a Look Ahead to 2018 (Blake)
 - a. 2017 Accomplishments
 - i. Purchased a sculpture for Community Park. Installation will be scheduled the end of February.
 - ii. Improved Marketing and Communication: Created a branded poster template that is easy to use moving forward. Adam increased our Facebook presence (from less than 100 to more than 300 followers in a single year). Katie Z. contacted middle school teachers. We offered 2 for 1 tickets for the Altius performance and had a great turnout for that and also at our back to back November Science/Planetary series. Katie also updated the city calendar and made it much more robust.
 - iii. The City Council approved the Cultural Arts Master Plan.
 - iv. Created a Public Art Policy, which will be voted on soon by City Council.
 - v. Offered a second year of Arts Grants to local Louisville Artists. We gave \$5000.00 in grants to artists in theatrical, musical and visual arts.

- vi. Our Summer Concert Series had a much better sound system, several opening acts, and donations were up from last year.
 - vii. Determined a path to separate the LCC's City-appointed Bard function from its 501(c)3.
- b. 2018 Goals
- i. Public Art: Install the sculpture purchased in 2017. We have funds for at least one additional sculpture, which we will purchase in the first quarter of 2018.
 - ii. The City Council will adopt the Public Art Policy.
 - iii. Implement a strong and sustainable marketing/communications program to carry on in the future.
 - iv. Build a robust cohort of volunteers, to help set up and tear down events, etc. Katie has a list of 385 volunteers.
 - v. Expand audience reach for Art Center performances as they currently attract an older demographic.
 - vi. Implement electronic ticketing
 - vii. Pass the SCFD Grant application process to the city. The first step is for the city to apply as a municipality by September so that they can be eligible to apply for the SCFD grant.
 - viii. Launch an Art-focused 501(c)3
 - ix. Complete the separation from the LCC in the March/April time frame.
- IX. Treasurer's Report: tabled until February meeting
- X. Staff Update (Katie)
- a. Distribution of open government pamphlet
 - b. 2018 meeting schedule/holidays & location confirmation: Debbie moved to accept it, Adam seconded, all in favor.
 - c. Public Art Policy update: City Council would like to see two versions of the Public Art Policy: first, the one as written, where the LCC recommends an artwork, and the City Council votes on it, and second, a version where the LCC has the authority to make the decision and City Council would step in at their discretion within 30 days. However, this triggers a change in an ordinance, and Katie has been working with the City Attorney to correct some language. This Public Art Policy goes before the City Council on Tuesday, February 6, 2018, at 7:00 pm.
 - d. City Manager update: The new city manager is Heather Balsler.
 - e. Katie also reports that the Memory Square Pool House (adjacent to the Louisville Art Center) has been demolished, a door and window were found that could access the Art Center, and there will be a better functioning ramp to service both the Art Center and the new pool house.
 - f. Katie also shared information on potential programs we might fit into our schedule.

- ii. Probable summer lineup: 6:30- 7:00 opener, 7:00-8:30 main act
 - 1. June 21 or July 26 Jyemo Club - Latin
 - 2. June 28 Dotsero- Jazz/R&B
 - 3. July 12 That Eighties Band
 - 4. July 19 That Damn Sasquatch - bluegrass
 - 5. July 26 - ?
- XIII. Arts Grants 2018 (Katie): Thirteen individuals/ groups have applied for grants. Each LCC member has taken one or two of the proposals to look at in depth and to contact the applicant if any questions arise. The LCC members will familiarize themselves with and rate each proposal via a rubric.
- XIV. Election of Officers – Move to February. (Chair, Vice Chair, Secretary, Treasurer)
- XV. Adjourn at 8:20 pm.

Action Items:

- 1. Katie will send Adam information on the Art Center/Pool reconstruction for the LCC Facebook page.
- 2. Blake will send an email to inform the LCC about a trip to the Foundry in Loveland when the patina will be applied to the sculpture.
- 3. Everyone: Read the Art Grant proposals and know the one or two you were assigned in depth. Rate each proposal.

2018 Operational Budget
2/8/18 Draft

2018 Budget

Ordinary Income/Expenses

Income

Contributed Income	
Individual Contributions	\$ 3,000.00
Corporate Contributions	\$ 2,500.00
Gifts In Kind	\$ 3,730.00
Total Contributed Income	\$ 9,230.00

Government Grants	
City of Louisville	\$ 15,000.00
SCFD	\$ 1,795.00
Total Government Grants	\$ 16,795.00

Earned Income	
Ticket Sales	\$ 3,500.00
Concessions	
Merchandise	
Interest	\$ 15.00
Total Earned Income	\$ 3,515.00

Total Income	\$ 29,540.00
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Expenses

Program Expenses	
Artist Fees	
Summer Concerts	\$ 7,500.00
Other	\$ 6,000.00
Technical support	\$ 2,500.00
Total Artist Fees	\$ 16,000.00

Program Fees	
Young Writers Workshop	\$ 350.00
Youth Spring Art Show	\$ 300.00
Other Programs	
Total Program Fees	\$ 650.00

Other Expenses	
Equipment	\$ 400.00
Artist Hospitality	\$ 500.00
Concessions Supplies	\$ 1,000.00
Facility Rental	\$ 3,250.00
Total Other Expenses	\$ 5,150.00

Granting and Contributions	
LCC Art Grants	\$ 5,000.00
Total Grants and Contributions	\$ 5,000.00

Marketing	
Graphic Design/Marketing	\$ -
Printing/Advertizing	\$ 1,700.00
Postage, Mailing Services	\$ 40.00
Merchandise	
Total Marketing	\$ 1,740.00

Operations	
Licenses and Fees	\$ 50.00
Professional Services	\$ 500.00
Supplies	\$ 250.00
Meals & Entertainment	\$ 100.00
Gifts	\$ 100.00
Total Operations	\$ 1,000.00

Total Expenses	\$ 29,540.00
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Net Income	\$ -
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2018 Louisville Cultural Council Operational Budget
 Previous year Comparison
 (Draft 2/8/18)

	2017 Budget	2017 Actual	2018 Budget (similar to 2017)	2018 Budget (Suggested, Adds in-kind use of Facilities)
Ordinary Income/Expenses				
Income				
Contributed Income				
Individual Contributions	\$ 2,500.00	\$ 2,787.60	\$ 3,000.00	\$ 3,000.00
Corporate Contributions	\$ 3,000.00		\$ 1,500.00	\$ 2,500.00
Gifts In Kind	\$ 960.00		\$ 2,480.00	\$ 3,730.00
Total Contributed Income	\$ 6,460.00	\$ 2,787.60	\$ 6,980.00	\$ 9,230.00
Government Grants				
City of Louisville	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
SCFD	\$ 1,778.40	\$ 3,562.84	\$ 1,795.00	\$ 1,795.00
Total Government Grants	\$ 16,778.40	\$ 18,562.84	\$ 16,795.00	\$ 16,795.00
Earned Income				
Ticket Sales	\$ 4,000.00	\$ 3,360.90	\$ 3,500.00	\$ 3,500.00
Concessions	\$ 500.00			
Merchandise	\$ -			
Interest	\$ -	\$ 11.94	\$ 15.00	\$ 15.00
Total Earned Income	\$ 4,500.00	\$ 3,372.84	\$ 3,515.00	\$ 3,515.00
Total Income	\$ 27,738.40	\$ 24,723.28	\$ 27,290.00	\$ 29,540.00
Expenses				
Program Expenses				
Artist Fees				
Summer Concerts	\$ 8,000.00	\$ 4,350.00	\$ 6,000.00	\$ 7,500.00
Other	\$ 4,000.00	\$ 5,102.40	\$ 6,000.00	\$ 6,000.00
Technical support	\$ 1,800.00	\$ 3,323.00	\$ 3,500.00	\$ 2,500.00
Total Artist Fees	\$ 13,800.00	\$ 12,775.40	\$ 15,500.00	\$ 16,000.00
Program Fees				
Young Writers Workshop			\$ 350.00	\$ 350.00
Youth Spring Art Show		\$ 350.00	\$ 300.00	\$ 300.00
Other Programs	\$ 450.00			
Total Program Fees	\$ 450.00	\$ 350.00	\$ 650.00	\$ 650.00
Other Expenses				
Equipment	\$ 500.00	\$ 260.00	\$ 400.00	\$ 400.00
Artist Hospitality				\$ 500.00
Concessions Supplies	\$ 1,500.00	\$ 905.33	\$ 1,000.00	\$ 1,000.00
Facility Rental				\$ 3,250.00
Total Other Expenses	\$ 2,000.00	\$ 1,165.33	\$ 1,400.00	\$ 5,150.00
Granting and Contributions				
LCC Art Grants	\$ 5,000.00	\$ 5,390.00	\$ 5,000.00	\$ 5,000.00
Total Grants and Contributions	\$ 5,000.00	\$ 5,390.00	\$ 5,000.00	\$ 5,000.00
Marketing				
Graphic Design/Marketing	\$ 3,000.00	\$ 383.55	\$ 2,000.00	\$ -
Printing/Advertisizing	\$ 2,000.00	\$ 510.00	\$ 1,700.00	\$ 1,700.00
Postage, Mailing Services	\$ 80.00	\$ 9.80	\$ 40.00	\$ 40.00
Merchandise	\$ 800.00			
Total Marketing	\$ 5,880.00	\$ 903.35	\$ 3,740.00	\$ 1,740.00
Operations				
Licenses and Fees	\$ 70.00		\$ 50.00	\$ 50.00
Professional Services	\$ -	\$ 100.00	\$ 500.00	\$ 500.00
Supplies	\$ 350.00	\$ 51.79	\$ 250.00	\$ 250.00
Meals & Entertainment	\$ 100.00		\$ 100.00	\$ 100.00
Gifts	\$ 100.00		\$ 100.00	\$ 100.00
Total Operations	\$ 620.00	\$ 151.79	\$ 1,000.00	\$ 1,000.00
Total Expenses	\$ 27,750.00	\$ 20,735.87	\$ 27,290.00	\$ 29,540.00
Net Income	\$ (11.60)	\$ 3,987.41	\$ -	\$ -

2018 Louisville Cultural Council Events as of 2/8/18

DATE	Day	Time	Title	SERIES	LEAD	VOLUNTEER	VOLUNTEER2
3/16/2018	Friday	7:30 PM	Chain Station	Friday Night Live	Adam/Leah	Sean	Debbie, Mike
4/11/2018	Wednesday	7:00 PM	Boulder Bassoon Quartet	Lecture/Music	Blake	Mark	Debbie, Mike
4/13/2018	Friday	7:30 PM	Alfredo Muro	Friday Night Live	Mark/Jennifer	Sean	Blake
4/27/2018	Friday	7:30 PM	Cody Qualls	Friday Night Live	Adam/Leah	Kate	Debbie, Mike
9/14/2018	Friday			Friday Night Live			
9/19/2018	Wednesday			Lecture			
9/23/2018	Sunday			Chamber Music			
10/6/2018	Saturday			Silent Movie			
10/14/2018	Sunday			Chamber Music			
10/17/2018	Wednesday			Lecture			
11/16/2018	Friday			Friday Night Live			
11/18/2018	Sunday			Chamber Music			
12/19/2018	Wednesday			Lecture			

DATE	Day	Time	Title	SERIES	LEAD	VOLUNTEER	VOLUNTEER2
6/21/2018	Thursday		Jyemo Club	Summer Concerts in the Park			
6/28/2018	Thursday		Dotsero	Summer Concerts in the Park			
7/12/2018	Thursday		That Eighties Band	Summer Concerts in the Park			
7/19/2018	Thursday		That Damn Sasquatch	Summer Concerts in the Park			
7/26/2018	Thursday		Jakarta	Summer Concerts in the Park			