

Cultural Council Meeting Agenda

**Thursday, October 18th, 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.

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 September Meeting Minutes	
VII.	Chair's Report (Adam)	10 min
VIII.	Treasurer's report (Debbie)	5 min
IX.	Staff Report (Katie)	10 min
X.	CenterStage Grant Date Change Request	5 min
XI.	Sculpture Park	10 min
	a. Melody Unveiling October 20 (Blake)	
	b. Plan of Action – Fire Element update	
XII.	2018 Programming	15 min
	a. Review Pricing and Lead Duties	
	b. Review Fall Programming	
	i. Stories on Stage 9/27 (Mike)	
	ii. Roots of Injustice – Grant Winner 9/29 (Angie intro's)	
	iii. Star Wars Lecture 10/5 (Blake)	
	iv. Living Easy 10/13 (Mike)	
	v. Beyond Borders – Grant Winner 10/14 (Kate intro's)	
	vi. Robin Trusdale Film Screening/Lecture 10/17 (Mark)	
	vii. MaryLynn Gillaspie 11/16 (Leah)	
XIII.	Spring Programming	20 min
	i. Review All Dates	
	ii. Discuss Future Programming Ideas	
XIV.	Summer Concerts in the Park	10 min
	i. Dates	
	ii. Programming Ideas	
XV.	Adjourn	

Attachments:

September 2018 Minutes, Treasurers Report, Calendar

City of Louisville

City Manager's Office 749 Main Street Louisville CO 80027
303.335.4536 (phone) 303.335.4550 (fax) www.LouisvilleCO.gov

Cultural Council
Meeting Minutes
20 September 2018
City Hall, Spruce Room
749 Main Street
6:30pm

I. Call to Order

II. Roll Call – Members present: Kate Ward, Mike Crowe, Leah Franks, Blake Welch, Adam Sloat, Sean Moynihan and Angie Layton, Jennifer Strand, Debbie Davies

Members absent: Mark Cathcart

City Representatives present: Katie Zoss

III. Attendance and Volunteer Hours Log were circulated

IV. Approval of Today's Agenda: all approved

V. Correction and/or Approval of March Meeting Minutes: none

VI. Public Comments: none

VII. Chair's Report:

a. Contact Adam for any agenda additions for future meetings

b. Louisville Live will take place Friday evening 9/21/18

c. For event "Leads" – make sure to go through checklist (emailed and circulated in last month's meeting). It is the Lead's responsibility to communicate with the performer/presenter prior to event re: length of performance

d. Make sure to clarify how many seats a performer/presenter will need to make sure there are enough chairs for patrons, keeping in mind LAC capacity

e. If advance tickets sell out online, communicate with walk-up crowd re: available chairs

f. Katie will add a note on the Brown Paper Tickets website if advance tickets sell out, there will be walk-up sales at the venue, and will clarify a cut-off time & date for advance tickets

g. There is a list of phone numbers in the closet at the LAC for urgent mechanical issues, but if a problem arises, it is best to call Katie first.

h. It is the Lead's responsibility to get a check to pay performers from Debbie if she is not attending/volunteering

i. Food trucks for the summer concerts in Community Park are paying the city at this time.

j. Discussed need to come up with action plan to collaborate with LAA at future events

k. Mike motioned to use excess budget money to buy new cash box. Sean seconded, all approved.

l. There will be 2-4 open positions on the LCC board. Applications for new members will go out in October.

VIII. Treasurer's Report: Report was circulated

IX. Staff Report (Katie):

a. SCFD awarded the LCC with a \$2073.60 grant. Awards Ceremony will be Tuesday October 16th, 2018 at the Lafayette Arts Hub.

b. The Youth Advisory Board meets on the first Thursday of each month. Adam and Sean volunteered to meet with the board in the spring.

c. Reviewed questions for the application for new members for the LCC. All agreed to add a question about specific strengths & contributions and examples of specific ideas

d. Budget changes have been temporarily approved with plans to finalize in upcoming months: Increased programming funding from \$10,000-\$20,000, Grant funding increased to \$10,000, \$13,000 to raise the stage in Community Park which would include a nine inch rise in the front and 13 inch rise in the back, \$45,000 for capital improvements to fix drainage issues, windows, and brick work at the LAC, \$2,000 to paint traffic signal boxes.

e. Discussion re: where to display Life In Louisville photo contest submissions

f. Katie has about \$3,000 left in this year's budget to spend on a hand truck, light weight tables, and extra chairs

X. SCFD Ceremony Oct 16th 6:30-8:30PM Arts Hub Lafayette

XI. Sculpture Park

a. Melody Unveiling: Ceremony tentatively moved to October 20, 2018 and city is working on picking up sculpture. Blake is working on the content of the event which he hopes will include a flute performance, an introduction by the artist, and a presentation by the Mayor. He is working with Erin on creating a statement about Melody and circulated a rough draft of a press release.

b. Fire Element proposal – discussion re: “To The Sky” sculpture Blake found to represent the Fire element for the sculpture park. Sean motioned to purchase “To The Sky”, Jennifer seconded, and all approved to purchase.

XII. 2018 Programming:

a. Define ticket pricing \$10 vs \$15 tiers: generally events with high popularity are being charge \$15/ticket

b. Review Fall Programming: Discussed Alfredo Muro performance and reviewed responsibilities and volunteers for all upcoming Fall programming. Discussed using extra chairs for the Star Wars lecture on 10/5/18. We are cancelling October 7th program. Kate will coordinate with LAA for art display on November 16th event.

XIII. Spring Programming

i. Sub committee formation – discusses programming in meeting instead of forming subcommittee

ii. Programming completion goal: Oct 15 for Calendar

iii. Katie updated and corrected dates for LAC programs

iv. Discussion re: programming ideas: Blake will contact Alteus Quartet and Acoustic Eidelon duo, Angie will contact Rodney re: Silent Film, Leah will contact Moxie re: Food programming, Sean will contact author for book lecture, Leah & Mike will find bluegrass band for spring date. We are taking March 21st date off calendar.

XIV. Adjourn at 8:13 pm (Mike motioned to adjourn, Blake seconded)

8:29 AM

10/09/18

Louisville Cultural Council Reconciliation Detail

Checking - Great Western Bank, Period Ending 09/30/2018

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							9,742.05
Cleared Transactions							
Checks and Payments - 6 items							
Check	08/14/2018	2153	Harmonic Productions	Summer Concert Sound	X	-3,000.00	-3,000.00
Check	09/11/2018	2154	Lawrence Anderson	Bookkeeping	X	-600.00	-3,600.00
Check	09/14/2018	2155	Cash	Alfredo Muro Artist Fee	X	-972.00	-4,572.00
Check	09/17/2018	EFT	Square	Square Test	X	-0.01	-4,572.01
Check	09/20/2018	2156	Adam Sloat	Reimbursement for Facebook adv...	X	-361.98	-4,933.99
Check	09/20/2018	2157	Adam Sloat	Summer Concerts Ice/Water	X	-33.78	-4,967.77
Total Checks and Payments						-4,967.77	-4,967.77
Deposits and Credits - 6 items							
Deposit	09/17/2018			Square setup test	X	0.01	0.01
Deposit	09/17/2018			Square setup test	X	0.97	0.98
Deposit	09/17/2018			Square-Alfredo Muro	X	29.17	30.15
Deposit	09/28/2018			Stories on Stage donations	X	19.00	49.15
Deposit	09/28/2018			Alfredo Muro Tickets and donations	X	175.00	224.15
Deposit	09/30/2018			Interest	X	0.05	224.20
Total Deposits and Credits						224.20	224.20
Total Cleared Transactions						-4,743.57	-4,743.57
Cleared Balance						-4,743.57	4,998.48
Register Balance as of 09/30/2018						-4,743.57	4,998.48
Ending Balance						-4,743.57	4,998.48

7:45 AM

10/09/18

Louisville Cultural Council
Reconciliation Detail
Savings - Great Western Bank, Period Ending 09/30/2018

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						21,416.34
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	05/31/2018			X	2.70	2.70
Total Deposits and Credits					2.70	2.70
Total Cleared Transactions					2.70	2.70
Cleared Balance					2.70	21,419.04
Register Balance as of 09/30/2018					2.70	21,419.04
Ending Balance					2.70	21,419.04

Louisville Cultural Council
Balance Sheet
As of September 30, 2018

	Sep 30, 18
ASSETS	
Current Assets	
Checking/Savings	
Checking - Great Western Bank	4,998.48
Savings - Great Western Bank	21,419.04
Cash in Box	200.00
Total Checking/Savings	26,617.52
Other Current Assets	
Due from City of Louisville	500.00
Total Other Current Assets	500.00
Total Current Assets	27,117.52
Fixed Assets	
Furniture and Equipment	800.00
Total Fixed Assets	800.00
Other Assets	
Other Assets	12,862.50
Total Other Assets	12,862.50
TOTAL ASSETS	40,780.02
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	24,466.26
Temp. Restricted Net Assets	
Art in the Park	8,830.83
Total Temp. Restricted Net Assets	8,830.83
Unrestricted Net Assets	4,613.45
Net Income	2,869.48
Total Equity	40,780.02
TOTAL LIABILITIES & EQUITY	40,780.02

Louisville Cultural Council
Profit & Loss
 January through September 2018

	Jan - Sep 18
Ordinary Income/Expense	
Income	
Direct Public Support	
Individual Contributions	2,387.93
Total Direct Public Support	2,387.93
Government Grants	
City of Louisville	15,000.00
SCFD	1,784.44
Total Government Grants	16,784.44
Program Income	
Ticket Sales	5,485.62
Total Program Income	5,485.62
Investments	
Interest-Checking/Savings	8.68
Total Investments	8.68
Total Income	24,666.67
Gross Profit	24,666.67
Expense	
Program Expense	
Artist Fees	
Summer Concerts	5,925.00
Artist Fees - Other	5,368.00
Total Artist Fees	11,293.00
Technical Support	3,200.00
Instructor Fees	
Young Artist	300.00
Young Writers	350.00
Total Instructor Fees	650.00
Equipment	29.22
Artist Hospitality	610.51
Concessions Supplies	127.83
Total Program Expense	15,910.56
Awards and Grants	
Cash Awards and Grants	4,630.00
Total Awards and Grants	4,630.00
Operations	
Advertising and Marketing	624.48
Licenses and Fees	0.00
Meals and Entertainment	32.15
Total Operations	656.63
Contract Services	
Accounting Fees	600.00
Total Contract Services	600.00
Total Expense	21,797.19
Net Ordinary Income	2,869.48
Net Income	2,869.48

Louisville Cultural Council
Profit & Loss Budget vs. Actual
January through September 2018

	Jan - Sep 18	Budget
Ordinary Income/Expense		
Income		
Direct Public Support		
Individual Contributions	2,387.93	3,000.00
Corporate Contributions	0.00	2,500.00
Gifts In-Kind - Services	0.00	3,730.00
Total Direct Public Support	2,387.93	9,230.00
Government Grants		
City of Louisville	15,000.00	15,000.00
SCFD	1,784.44	1,795.00
Total Government Grants	16,784.44	16,795.00
Program Income		
Ticket Sales	5,485.62	3,500.00
Total Program Income	5,485.62	3,500.00
Investments		
Interest-Checking/Savings	8.68	15.00
Total Investments	8.68	15.00
Total Income	24,666.67	29,540.00
Gross Profit	24,666.67	29,540.00
Expense		
Program Expense		
Artist Fees		
Summer Concerts	5,925.00	7,000.00
Artist Fees - Other	5,368.00	5,500.00
Total Artist Fees	11,293.00	12,500.00
Technical Support	3,200.00	3,000.00
Instructor Fees		
Young Artist	300.00	300.00
Young Writers	350.00	350.00
Total Instructor Fees	650.00	650.00
Equipment	29.22	400.00
Artist Hospitality	610.51	500.00
Concessions Supplies	127.83	1,000.00
Facility Rental	0.00	3,250.00
Total Program Expense	15,910.56	21,300.00
Awards and Grants		
Cash Awards and Grants	4,630.00	5,000.00
Total Awards and Grants	4,630.00	5,000.00
Operations		
Advertising and Marketing	624.48	1,700.00
Gifts	0.00	100.00
Licenses and Fees	0.00	50.00
Meals and Entertainment	32.15	100.00
Postage, Mailing Service	0.00	40.00
Supplies	0.00	250.00
Total Operations	656.63	2,240.00

8:37 AM

10/09/18

Accrual Basis

Louisville Cultural Council
Profit & Loss Budget vs. Actual
January through September 2018

	<u>Jan - Sep 18</u>	<u>Budget</u>
Contract Services		
Accounting Fees	600.00	1,000.00
Total Contract Services	<u>600.00</u>	<u>1,000.00</u>
Total Expense	<u>21,797.19</u>	<u>29,540.00</u>
Net Ordinary Income	<u>2,869.48</u>	<u>0.00</u>
Net Income	<u><u>2,869.48</u></u>	<u><u>0.00</u></u>

2018 Louisville Cultural Council Events as of 10/10/18 (tentative)

DATE	Day	Time	Title	LEAD	VOLUNTEER	VOLUNTEER2
10/20/2018	Saturday	TBA	Possible sculpture unveiling	Blake		
11/16/2018	Friday	7:30 PM	MaryLynn Gillaspie and her Stinking Hot Band	Leah	Sean	Blake
1/20/2019	Sunday	3:00 PM	<i>Danse Etoile or Altius Quartet</i>	<i>Jennifer</i>		
1/26/2019	Saturday	7:30 PM	Silent Movie	Angie		
2/6/2019	Wednesday	7:00 PM	Food Culture	Leah		
2/15/2019	Friday	7:30 PM	<i>Acoustic Eidolon, Cody Qualls or Bluegrass</i>	<i>Blake, Leah, Mike, Adam</i>		
3/16/2019	Saturday	7:30 PM	<i>Cody Qualls or Bluegrass</i>	<i>Leah, Mike, Adam</i>		
4/12/2019	Friday	7:30 PM	<i>Acoustic Eidolon, Cody Qualls or Bluegrass</i>	<i>Blake, Leah, Mike, Adam</i>		
4/24/2019	Wednesday	7:00 PM	<i>War speaker</i>	<i>Sean</i>		
6/20/2019	Thursday	6:30 PM	Summer Concert #1			
6/27/2019	Thursday	6:30 PM	Summer Concert #2			
7/11/2019	Thursday	6:30 PM	Summer Concert #3			
7/18/2019	Thursday	6:30 PM	Summer Concert #4			
7/25/2019	Thursday	6:30 PM	Summer Concert #5			