

# ***Cultural Council Meeting Agenda***

**Thursday, February 21st, 2019  
Louisville Public Library, 951 Spruce St, Louisville, CO  
1<sup>st</sup> Floor Meeting 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 January Meeting Minutes	
VII.	Chair's Report (Adam)	5 min
VIII.	Treasurer's Report (Debbie)	5 min
IX.	Staff Report (Katie)	5 min
X.	City Council Report (Jeff)	10 min
XI.	2019 Programming	10 min
	a. Winter/Spring Programming	
	i. 1/20 Zooperheroes Presentation (Kate)	
	ii. 1/26 Ragged Union Concert (Leah)	
	iii. 2/6 Stories of Grain Lecture/Presentation (Leah)	
	iv. 2/15 Altius Quartet Concert (Mike)	
	v. 3/16 Amelie Quartet (Sean)	
	vi. 4/12 Silent Movie (Debbie)	
	vii. 4/24 G. Brown Lecture (Adam)	
XII.	Election of Officers for 2019	10 min
XIII.	Arts Grants 2019	90 min
XIV.	Adjourn	

Attachments:

January 2019 Minutes, Treasurer's Report, Calendar

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**City of Louisville**

City Manager's Office      749 Main Street      Louisville CO 80027  
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***Cultural Council***  
***Meeting Minutes***  
**17 January 2019**  
**City Hall, Spruce Room**  
**749 Main Street**  
**6:30pm**

I. Call to Order

II. Roll Call – Members present: Beth McLennan, Robby Pitt, Kim Poletti, Kate Ward, Leah Franks, Mark Cathcart, Adam Sloat, Sean Moynihan, Debbie Davies, Mike Crowe  
Members absent: none

City Representatives present: Katie Zoss, Not present: Jeff Lipton

III. Attendance and Volunteer Hours Log were circulated

IV. Approval of Today's Agenda: all approved

V. Public Comments: none

VI. Welcome to New Members – Adam welcomed new members Beth McLennan, Robby Pitt, and Kim Poletti. All new and existing members & staff made brief introductions

VII. Correction and/or Approval of November Meeting Minutes: there was a misspelling of “party” at the end of the November meeting minutes

VIII. Chair's Report (Adam):

a. Adam & Sean met with the Louisville Youth Advisory Council. They were mostly high school seniors and recommended opening an Instagram account.

Adam suggested brainstorming programming that might appeal to a younger/youth demographic

b. There was check fraud on the previous LCC checking account – Debbie will discuss, but new account was opened

c. Adam held an orientation with the new members and went over the Lead checklist

d. There are 18 grant applications to review at February's meeting

e. Let Adam know if there are any agenda items wanted on future meeting agendas

f. Katie is going to look into holding future LCC meetings at the library

h. Outgoing LCC members were given “going away” gifts. Adam suggests making it a regular tradition to give gifts to outgoing members

IX. Treasurer's Report Including Proposed 2019 Budget (Debbie)

a. Fraud was detected on the LCC checking account in November 2018. The outstanding charges were reconciled and the bank refunded the fraudulent charges, the old account was closed 12/31/18, and a new account was opened.

In the future if new accounts are opened, the secretary needs to designate in meeting minutes who is allowed to sign on the account.

b. Debbie reviewed each budget item for the 2019 budget. Lawrence is still assisting with finances with a goal to dissolve the 501(c)(3) in 2019

c. The LCC will not apply for a grant from SCFD this year, and the city will apply next year

d. Katie will reach out to the Young Artists organization for an update/presentation to the LCC

e. There is a \$370 surplus from grant awards not utilized last year. All approved to add the \$370 to this year's grant total.

f. The budget increase and surplus will be discussed at the March 2019 meeting

X. Open government packet distribution - distributed

XI. Posting locations for 2019 meetings: Kate motioned to approved the posting locations for 2019 meetings, Mike seconded, all approved.

XII. Staff Report (Katie)

a. All budget requests made last year were approved:

i. Programming budget increased to \$20,000

ii. Grant budget increased to \$10,000

iii. The city approved \$25,000 for public art. This could be used to install Melody and the future fire sculpture in Community Park

iv. Capital Improvement Projects to raise the height of the stage, install raised areas for speakers, and a raised area in the back of the stage

v. \$46,000 was approved to fix drainage issues & restoration at the LAC

b. The LAC is available for rentals. Katie is prioritizing use for arts organizations and non-profits. The price to rent the LAC has increased to \$60/hr for residents for arts events and \$70/hr for private events.

c. The Life in Louisville photo contest will end 1/18/19. Photos will be displayed at the rec center for two weeks

d. Grand Opening for the Rec Center is 1/26/19 - free admission all day

e. New Library and Parks & Rec directors were hired

f. Firefly Handmade Market will take place on Main St on May 11th, 2019

g. Katie is working on planning a Drive-In movie event in the old Sam's Club parking lot

h. Some events coming up that might be good collaboration events with the LCC include Kids to Parks Day on May 18<sup>th</sup>, and Colorado Ag Day on March 16<sup>th</sup>

i. Katie purchased a projector and all agreed for the projector to be mounted on the ceiling for use for events

j. The City will be hiring a marketing director

k. We are continuing to work on separating the LCC from the non-profit. After that separation, the City will manage finances

### XIII. 2019 Programming

- a. Review of Programming Approach and Lead Roles
- b. Posters – Design/Branding: I. Mark motioned to have Katie recommend to the marketing person to merge the two designs for marketing materials, such as using previous fonts with new images, for yearly events and summer concerts. Mike seconded and all approved.
- c. Winter/Spring Programming – reviewed and assigned leads & volunteers
  - i. 1/20 Zooperheroes Presentation (Kate)
  - ii. 1/26 Ragged Union Concert (Leah)
  - iii. 2/6 Stories of Grain Lecture/Presentation (Leah)
  - iv. 2/15 Altius Quartet Concert (Mike)
  - v. 3/16 Clay Evans Lecture (Sean)
  - vi. 4/12 Silent Movie (Debbie)
  - vii. 4/24 G. Brown Lecture (Adam)
- d. Summer Concerts (Adam): Kim volunteered to assist with finding local opening acts for summer concerts
  - i. 6/20 Hazel Miller Band
  - ii. 6/27 Bonfire Dub w/Bridget Law (from Elephant Revival)
  - iii. 7/11 ZiMBiRA
  - iv. 7/18 Face Vocal Band
  - v. 7/25 Knot Rock
- e. Fall Programming: all agreed to table this time until March 2019 meeting

### XIV. Arts Grants 2019 (Katie):

- a. 18 applicants
- b. Each grant was assigned to an LCC member
- c. Members were instructed to thoroughly read each application with special attention to the applications assigned. Rate each application using the provided chart, and be prepared to summarize the assigned applications in 2-3 minutes at February's meeting

### XIX. Adjourn at 8:25pm (Mark motioned, Mike seconded)

**Louisville Cultural Council**  
**Reconciliation Detail**  
**Checking II, Period Ending 01/31/2019**

Type	Date	Num	Name	Memo	Clr	Amount	Balance
<b>Beginning Balance</b>							0.00
<b>Cleared Transactions</b>							
<b>Checks and Payments - 13 items</b>							
Check	12/12/2018	EFT	Arkins Park Stone ...	Statue Base for Melo...	X	-273.47	-273.47
Check	12/13/2018	EFT	Business Products ...	Checks for new acco...	X	-35.18	-308.65
Check	12/13/2018	3000	City of Louisville	Sales/Use Tax	X	-25.00	-333.65
Check	12/14/2018	992	Charlie Fisher	Hanging Posters	X	-52.50	-386.15
Check	12/21/2018	993	Jerry Moore	Gillaspie Concert refu...	X	-30.00	-416.15
Check	12/31/2018	3004	Lawrence Anderson	Bookkeeping Fees	X	-250.00	-666.15
Check	12/31/2018	3001	Jennifer Strand	Melody unveiling sna...	X	-80.66	-746.81
Check	12/31/2018	3005	Debbie Davis	New Cash box	X	-32.51	-779.32
Check	01/11/2019	3003	Denver Zoo	Zooper Hero Show	X	-350.00	-1,129.32
Check	01/17/2019	3007	Adam Sloat	Facebook Ads	X	-220.84	-1,350.16
Check	01/17/2019	3006	Adam Sloat	Retiring Member Gifts	X	-100.41	-1,450.57
Check	01/22/2019	3008	Geoff Union	Ragged Union Bluegr...	X	-1,128.00	-2,578.57
Check	01/30/2019	3010	Debbie Davis	Snacks Ragged Union	X	-37.40	-2,615.97
Total Checks and Payments						-2,615.97	-2,615.97
<b>Deposits and Credits - 9 items</b>							
Transfer	12/11/2018			Funds Transfer	X	1,000.00	1,000.00
Deposit	12/12/2018			Brown Paper-MaryLy...	X	315.00	1,315.00
Deposit	12/31/2018			Gillaspie Donations	X	160.00	1,475.00
Transfer	12/31/2018			Funds Transfer	X	4,255.63	5,730.63
Transfer	01/08/2019			Old Checking Decem...	X	0.04	5,730.67
Deposit	01/28/2019			Square-Ragged Union	X	29.18	5,759.85
Deposit	01/29/2019			Ragged Union Donati...	X	16.00	5,775.85
Deposit	01/29/2019			Square Tickets cash	X	270.00	6,045.85
Deposit	01/31/2019			Interest	X	0.04	6,045.89
Total Deposits and Credits						6,045.89	6,045.89
Total Cleared Transactions						3,429.92	3,429.92
Cleared Balance						3,429.92	3,429.92
Register Balance as of 01/31/2019						3,429.92	3,429.92
<b>Ending Balance</b>						<b>3,429.92</b>	<b>3,429.92</b>

## Louisville Cultural Council

## Balance Sheet

As of January 31, 2019

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	<u>Jan 31, 19</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Checking II	3,429.92
Savings - Great Western Bank	15,921.43
Cash in Box	200.00
<b>Total Checking/Savings</b>	<u>19,551.35</u>
<b>Other Current Assets</b>	
Public Art Prepaid Expense	7,000.00
<b>Total Other Current Assets</b>	<u>7,000.00</u>
<b>Total Current Assets</b>	26,551.35
<b>Fixed Assets</b>	
Public Art on Display	273.47
Furniture and Equipment	800.00
<b>Total Fixed Assets</b>	<u>1,073.47</u>
<b>TOTAL ASSETS</b>	<b><u><u>27,624.82</u></u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Opening Balance Equity	20,434.59
Unrestricted Net Assets	6,316.81
Net Income	873.42
<b>Total Equity</b>	<u>27,624.82</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>27,624.82</u></u></b>

## Louisville Cultural Council

## Profit &amp; Loss

January 2019

02/06/19

Accrual Basis

	<u>Jan 19</u>
Ordinary Income/Expense	
Income	
Direct Public Support	
Individual Contributions	16.00
Total Direct Public Support	16.00
Government Grants	
SCFD	2,073.60
Total Government Grants	2,073.60
Program Income	
Ticket Sales	299.18
Total Program Income	299.18
Investments	
Interest-Checking/Savings	0.04
Total Investments	0.04
Total Income	2,388.82
Gross Profit	2,388.82
Expense	
Program Expense	
Artist Fees	1,478.00
Concessions Supplies	37.40
Total Program Expense	1,515.40
Total Expense	1,515.40
Net Ordinary Income	873.42
Net Income	<u><u>873.42</u></u>

2019 Louisville Cultural Council Events as of 2/8/19

DATE	Day	Time	Title	LEAD	VOLUNTEER	VOLUNTEER2
3/16/2019	Saturday	7:30 PM	<i>Amelie Quartet</i>	<i>Sean</i>	Mark	Debbie?
4/12/2019	Friday	7:30 PM	Silent Movie "Wrong Again" plus "Safety Last"	<i>Debbie</i>	Kate	Leah
4/24/2019	Wednesday	7:00 PM	<i>G. Brown (Colorado Music Experience, speaker)</i>	<i>Adam</i>	Robby	Sean
6/20/2019	Thursday	6:30 PM	Summer Concert #1: Hazel Miller Band			
6/27/2019	Thursday	6:30 PM	Summer Concert #2: Bonfire Dub with Bridget Law			
7/11/2019	Thursday	6:30 PM	Summer Concert #3: ZIMBiRA			
7/18/2019	Thursday	6:30 PM	Summer Concert #4: Face Vocal Band			
7/25/2019	Thursday	6:30 PM	Summer Concert #5: Knot Rock			
9/13/2019	Friday	7:30 PM				
9/21/2019	Saturday	7:30 PM	Alfredo Muro			
9/22/2019	Sunday	3:00 PM				
10/5/2019	Saturday	7:30 PM				
10/16/2019	Wednesday	7:00 PM				
11/10/2019	Sunday	3:00 PM	<i>*short prep time--CCTL load-out of set until 1pm</i>			
11/22/2019	Friday	7:30 PM				
12/7/2019	Saturday	7:30 PM				
12/11/2019	Wednesday	7:00 PM				