

Cultural Council Meeting Agenda

**Thursday, February 18, 2016
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.

6:30 – 6:45 p.m. 15 minutes

- I. Call to Order
- II. Roll Call
- III. Circulate Attendance and Volunteer Hours Log
- IV. Circulate Interest Area/Committee Sign Up Sheet
- V. Approval of Agenda
- VI. Approval of Minutes for Jan. 21 meeting
- VII. Public Comments: Items Not on the Agenda
- VIII. Not discussed during this meeting, but included in the packet
 - a. Programming Update
- IX. Action required:
 - a. Vote on 2016 budget. Vote to approve this budget for use in the 2016 SCFD Grant Application. (Lawrence)
 - b. Vote on LAA request for \$300 for art supplies for the Youth Spring Art Show Opening at the Library on March 3 (Please review written request in the packet and be prepared to vote) (Lawrence)
 - c. Vote to approve budget for Young Writer's Workshop (Angie, Lawrence)
 - d. Schedule committee meetings to complete the 2016 LCC Calendar
 - i. Sunday Classics, April 17, Sept. 25
 - ii. Friday Night Live, Fri. Oct. 7 (this is First Friday for the LAD), Oct. 21
 - iii. Summer Concert Series June 30, July 7, 14, 21
 - iv. Space Lecture, Wednesday, July 20
 - v. Marketing team will meet Thursday, Feb. 25 at 9 a.m. (Currently Blake, Gina, Jennifer)
 - e. Reconfirm teams for next 3 events:
 - i. Film, RKA, Friday, Feb. 19: Tammy, Blake, Angie
 - ii. Film, RKA, Wednesday, March 16: Jennifer, Liz, (Anne Robinson)
 - iii. Film, Metanoia, Old Town Cinema/Art Underground: Blake, Gina

City of Louisville

City Manager's Office
303.335.4536 (phone)

749 Main Street
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6:45 – 8:00 1 hr 45 minutes

X. Grant Application Review

6:45 – 7:45, 60 minutes

a. Over view Presentation of Grant (5 minutes each)

- i. Grant 1: Angie
- ii. Grant 2: Jennifer
- iii. Grant 3: Angie
- iv. Grant 4: Lawrence
- v. Grant 5: Debbie
- vi. Grant 6: Gina
- vii. Grant 7: withdrawn
- viii. Grant 8: Debbie
- ix. Grant 9: Liz
- x. Grant 10: Blake
- xi. Grant 11: Tammy
- xii. Grant 12: Gina

7:45 – 7:55, 10 minutes

b. Rating Tally

7:55 – 8:30, 35 minutes

- c. Discussion
- d. Decision

XI. Adjourn

Packet:

Agenda

Jan 21 Minutes

Interest/Committee Sheet

Contact Information for the 2016 LCC

Request from LAA for \$300 for Youth Spring Art Show

Budget (Lawrence)

2016 Dates – LCC Programming, Chronological Listing

Cultural Council

Meeting Minutes

21 January 2016
City Hall, Spruce Room
749 Main Street
6:30 pm

I. **Call to Order** – Vice Chairperson called the meeting to order at 6:31 pm.

II. **Roll Call** was taken and the following members were present:

Board Members Present: Lawrence Anderson, Gina Barton, Debbie Davies (new member), Angie Layton, Tammy Pelnik, Liz Rowland, Jennifer Strand, Blake Welch

Board Members Absent: Sue Anthony

Staff Members Present: Suzanne Janssen

City Council Liaison: Chris Leh (arrived after start of meeting)

Public attendees: -none-

We still have one open slot for the LCC, so if anyone is aware of someone who would be interested in serving, let them know we have an opening.

III. **Attendance and Volunteer Hours Log** – circulated for completion by Louisville Cultural Council (LCC) members.

IV. **Approval of Agenda** – The agenda for today’s meeting was approved unanimously.

V. **Approval of Meeting Minutes** – The minutes from the 17 December 2015 meeting were approved as written, with one abstention.

VI. **Public Comments** – None

VII. **Election of 2016 LCC Officers:**

Treasurer – Lawrence is willing to continue in that role. Nominated, seconded, and approved unanimously.

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Secretary – Tammy is willing to continue that role. Tammy nominated, seconded, and approved unanimously.

Vice Chair – Angie is willing to continue, Blake is willing to take the Vice Chair role. Blake nominated, seconded, and approved unanimously.

Chair – Jennifer is willing to take the Chair role. Jennifer nominated, seconded, and approved unanimously.

New Chair Jennifer Strand hereafter ran the meeting.

- VIII. LCC Budget** – Presented by Lawrence (see materials in packet). 2015 income/expenses were very close to projections. 2016 budget to be presented for discussion and approval at February LCC meeting.

1099 forms need to be issued by LCC to last year's performers, as well as a tax return. Lawrence will file the 1099s.

Balance sheet carries over \$2200 in grants from last year to this year. Jennifer and Lawrence will meet after this meeting to review financials.

2015 Final Report for the SCFD grant due by February 12th 2016. Action: Lawrence and Jennifer to discuss application preparation and its timing.

- IX. Art Grant Program** – 12 Louisville Art Grant applications were received by the 20 January 2016 deadline (refer to meeting packet). Typical request is \$1500. A decision making template was proposed by Suzanne (see packet) – scale of 1 to 5 (1 low, 5 high) on various factors.

Note: Grant application form to be amended next year – PDF fillable form did not work well for MAC users.

Discussion on who/when LCC will evaluate applications and make decisions. Grant evaluation will happen at the next regularly scheduled LCC meeting by the entire LCC. Everyone will need to have read and evaluated all the applications in advance. Action: Each application will be "presented" by a committee member as per assigned application number: Angie - 1 & 3; Jennifer – 2; Lawrence – 4; Debbie – 5 & 8; Gina – 6 & 12; Blake – 7 & 10; Liz – 9; Tammy – 11.

- X. Programming Report**

Summer Concert Series: Programming decisions and agreements for the Summer Concert Series are underway. Summer Concert program is being arranged by Lawrence – 4 bands are already under discussion, 5th still TBD. Action: Lawrence to continue working through schedule and agreements with performers for the five concert series.

Young Writer's Workshop: Angie suggests that the budget may need to be slightly higher (for instructors in the program). This is a collaborative event with the Library. Liz is joining the committee with Angie. Action: Angie to provide a proposed Young Writer's Workshop budget in February.

One Action Art & Immigration Programming: Kick-off at Longmont History Museum on Saturday, 23 January 2016. Louisville's mayor Bob Muckle issued a proclamation on this project. LCC sponsored One Action event on February 19th: Rock, Karma, Arrows – will be supported by Tammy, Blake & Angie (logistics set-up at 5:15 pm at Louisville Arts Center).

Additional LCC support for upcoming events: Jennifer: film on March 16th; Blake & Gina – film on March 19th; Tammy – film on April 2nd.

Friday Night LIVE/Sunday Concerts: There are roughly 3 nights to program for 2016. Committee to get together to discuss. Sunday, April 17th is the next date that needs to be filled. Action: Liz is to respond to pending email inquiries from performers.

March 26th – date will be held for potential grantees.

Lecture on July 20th – may pursue Sierra Nevada. Angie will contact. Another possibility is The Internet of Things – possibly contact Tendril in Louisville. Another option – Ruth Wright (author and Machu Pichu expert).

Liquor license issue – license is simple and inexpensive through City of Louisville. Unclear how insurance plays in – insurance would cover the 501(c)(3). Action: Gina to investigate insurance and potential vendors (cost, split of proceeds).

Sponsorship of the Louisville Art Association's *Young Artists Program* – to be discussed in February.

Stories on Stage – Thursday, September 29th date confirmed and agreement signed with Stories on Stage. *On the Same Page* book will be announced later in the year.

Cultural Arts Master Plan – report to the City Council has been pushed back several months due to several reasons: 1) allow for better integration with the Historical Museum expansion report, and 2) time commitments for Suzanne. Goals and strategies are firm, and well received at public meetings in December 2015. Likely reporting time frame to City Council will be April.

Marketing Committee to meet separately.

- XI. City Council Report** – preparations underway for annual City Council retreat (held at library); topics: budgeting, meeting effectiveness & participation, priorities.
- XII. Staff Updates** –
- Open government notice provided in packet.
 - Meetings posted (per open meeting rules) at City Hall, Library, Rec Center, Police Department and on city web site seven days before the meeting.
 - LCC meetings will continue to be 6:30pm on the third Thursday of each month.
 - Downtown mural project – Call to Artists is still out. Call ends February 1st, evaluations of applications mid-February, recommendations to the Lsvl Arts District Board will be made by the LAD Mural Committee.
- XIII. Chairman’s Report** – none.
- XIV. Future meetings:**
February meeting to focus on:
- Grant Applications,
 - Young Artists program and
 - LCC budget.

March meeting to include Public Art 101.

Adjourn – The meeting was adjourned by Jennifer Strand at 8:26 pm.

2016 Louisville Cultural Council

Lawrence Anderson	917-689-4862	landerson@bouldercreative.org
Gina Barton	303-518-1405	ginajbarton@gmail.com
Debbie Davies	720-233-3922	debdavies47@msn.com
Angie Layton	720-934-9497	angeliquelayton@gmail.com
Tammy Pelnik	303- 579-8963	tammypelnik@hotmail.com
Liz Rowland	303-859-9654	lizrowland@comcast.net
Jennifer Strand	303-359-7982	jenhstrand@gmail.com
Blake Welch	303-995-8411	blake@welchcreativegroup.com

Chris Leh City Council Liaison	303-668-3916	chrisl@louisvilleco.gov
Suzanne Janssen Staff Liaison	303-335-4581 (o) 970-980-5718 (cell-not answered during work hours)	suzannej@louisvilleCO.gov
Meredyth Muth	303-335-4536	meredyth@Louisvilleco.gov

Louisville Cultural Council Treasurer's report as of January 31, 2016

Prepared by Lawrence Anderson

General Items

Assets (as of January 31, 2016)

- Checking account balance of \$15,976.15
- Savings account balance of \$21,389.76
- Cash box balance of \$200.00
- Total current assets of \$37,565.91

Key Dates to Remember

- Tue, March 22, 2016 – 2016 SCFD Grant Application Deadline

Board Member Information

- Please remember to obtain W-9 s from event performers; Ernest needs that information to prepare 1099s.
- LCC accountant is Ernest J. Villany, Boulder Valley CPA, 917 Front St. Suite 210, Louisville, CO, 80027 – 720-663-8750
- LCC banks with Great Western Bank (downtown Louisville)
- Receipts must accompany your reimbursement requests. Please attach receipts to event reports if applicable.
- Event performers must be paid with a check (no cash payments). Chair and Treasurer have LCC checkbooks. Please request a check prior to your event! Please attached Check stub/receipt too event report.
- Cash box (\$200 balance) is usually kept by the Treasurer or the person coordinating an upcoming event.
- Please keep clear and accurate Event Reports.

Louisville Cultural Council
Balance Sheet
As of January 31, 2016

	<u>Jan 31, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
Cash in Box	200.00
Checking - Great Western Bank	15,976.15
Savings - Great Western Bank	21,389.76
Total Checking/Savings	<u>37,565.91</u>
Total Current Assets	<u>37,565.91</u>
TOTAL ASSETS	<u>37,565.91</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Grants to be Awarded	2,200.00
Future Grants	1,872.00
Total Other Current Liabilities	<u>4,072.00</u>
Total Current Liabilities	<u>4,072.00</u>
Total Liabilities	4,072.00
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	234.08
Net Income	-37.26
Total Equity	<u>33,493.91</u>
TOTAL LIABILITIES & EQUITY	<u>37,565.91</u>

2016 LCC Budget (Draft)

	2015 ACTUAL	2016 ESTIMATED
INCOME		
DIRECT PUBLIC SUPPORT		
Contributions	\$ 1,228.00	\$ 1,900.00
Suggested Donations	\$ -	
Gifts In-Kind - Services	\$ 3,120.00	\$ 2,470.00
Gifts In-Kind - Goods	<u>\$ 1,080.00</u>	<u>\$ 720.00</u>
TOTAL DIRECT PUBLIC SUPPORT	\$ 5,428.00	\$ 5,090.00
 GOVERNMENT GRANTS		
City of Louisville	\$ 10,000.00	\$ 10,000.00
SCFD	<u>\$ 1,800.00</u>	<u>\$ 1,872.00</u>
TOTAL GOVERNMENT GRANTS	\$ 11,800.00	\$ 11,872.00
 PROGRAM INCOME		
Ticket Revenue	\$ 3,364.00	\$ 3,400.00
Misc Income	<u>\$ 150.00</u>	<u>\$ 390.00</u>
TOTAL PROGRAM INCOME	\$ 3,514.00	\$ 3,790.00
 INVESTMENT INCOME		
Interest	<u>\$ 21.00</u>	<u>\$ 20.00</u>
TOTAL INVESTMENTS	<u>\$ 21.00</u>	<u>\$ 20.00</u>
TOTAL INCOME	<u>\$ 20,763.00</u>	<u>\$ 20,772.00</u>
 EXPENSE		
PROGRAM EXPENSE		
Artist Fees	\$ 11,824.00	\$ 11,100.00
Instructor Fees	\$ 655.00	\$ 750.00
Rentals	\$ 100.00	\$ -
Food and Beverage	\$ 1,257.00	\$ 1,105.00
Graphic Design/Marketing	\$ 3,120.00	\$ 2,470.00
Technical Support	\$ 900.00	\$ 1,000.00
Equipment	\$ -	\$ 400.00
Misc Expense	<u>\$ -</u>	<u>\$ -</u>
TOTAL PROGRAMMING EXPENSE	\$ 17,856.00	\$ 16,825.00
 AWARDS AND GRANTS		
Cash Awards and Grants	<u>\$ 2,500.00</u>	<u>\$ 2,500.00</u>
TOTAL AWARDS AND GRANTS	\$ 2,500.00	\$ 2,500.00
 OPERATING EXPENSE		
Advertising and Marketing	\$ 1,177.00	\$ 1,000.00
Books, Subscription, Reference	\$ -	\$ -
Recognition	\$ 53.00	\$ 100.00
Licenses and Fees	\$ 25.00	\$ 41.00
Meals and Entertainment	\$ 83.00	\$ 100.00
Merchandise		\$ -
Postage, Mailing Service	\$ 66.00	\$ 70.00
Supplies	<u>\$ 10.00</u>	<u>\$ 136.00</u>
TOTAL OPERATING EXPENSE	<u>\$ 1,414.00</u>	<u>\$ 1,447.00</u>
TOTAL EXPENSE	\$ 21,770.00	\$ 20,772.00
 NET INCOME (EXPENSE)	 <u>\$ (1,007.00)</u>	 <u>\$ -</u>

Interest Area/Committee Sign Up

From time to time in order to get our work done, members of the LCC meet outside our monthly meeting to focus on specific issues that require additional attention. In 2015 we called these interest areas and the list of people who chose them “committees”.

In 2016 we are reassessing interest. Please put your name under any subjects that particularly interest you and understand that by doing so, you tacitly agree to get together as a committee outside the regular meeting from time to time as needed.

Musical Programming, Friday Night Live & Sunday Classics

Marketing

Spoken Word, including Lectures, Writing Events (Young Writer’s Workshop and Nanowrimo), and Stories on Stage

Movies and Films

Summer Concert Series

Request from the Louisville Art Association for \$300 to help support the Youth Spring Art Show Opening, March 3, 2016

The Youth Spring Art Show, held annually since 1990 at the Louisville Library, is the longest standing collaborative event of the Louisville Art Association (LAA) with the Louisville Cultural Council (LCC). The original goal of the event remains the same as it was in the beginning: to encourage young artists to show their work, to view and appreciate the work of others, and to inspire to create art in the future. Last year the opening event drew 400 participants.

The work of organizing the show is born entirely by the LAA. Hosting is done by the library. During the past several years the opening show has grown to include performances by music students and demonstrations by LAA artists who encourage students to try their hand at an art medium. Last year I saw students engaged in the colorful art of putting bright pastels on black paper and in the tactile experience of shaping clay.

The LCC is asked to contribute \$300 specifically to support the goal of “inspiring students to create art in the future.” All of the money goes to art supplies that are given to students in a random drawing. It is really fun to see kids eyes light up when they receive, say, brushes and paint. They run excitedly to their parents and show them. The parents respond in kind and then look up for someone responsible and if they catch your eye, they smile a thank you. The gift of art supplies is a very nice finish to a thoroughly delightful event, the Youth Spring Art Show, which will be held this year Thursday, March 3, from 5:30 – 7:00.

Please vote to provide art supplies to young artists once again this year. If the LCC would like the LAA to make future requests by way of the LCC Artist Grants, please let the LAA know.

Respectfully submitted,
Emilie Parker, President of the Louisville Art Association
303-317-4558
Emilie.v.parker@gmail.com
(I'll be demonstrating clay art again this year on March 3.)

2016 DATES -- LCC PROGRAMMING

Chronological Listing

as of 2-11-2016

SERIES	DATE	DESCRIPTION	STATUS (change) Since Prior Month
Sunday Classics	Sunday, February 7		
Film with Panel Discussion (formerly Friday Night LIVE!!)	Friday, February 19	Rocks, Karma and Arrows-Part 1- Motus Theater - CONFIRMED	
Film with Panel Discussion/Lectures	Wednesday, March 16	Rocks, Karma and Arrows-Part 1& 2 Motus Theater - CONFIRMED	
Film	Saturday, March 19, 5-11PM	Metanoia - Old Town Cinema/The Art Underground-CONFIRMED	
LCC HOLDS	Saturday, March 26, 5-11pm		
Silent Film Series	Saturday, April 2	Rodney Sauer: CONFIRMED, CONTRACT SENT IN FALL 2015	
LCC HOLDS	Saturday, April 9, 4:30-10:30pm	Proposed through Arts Grant - SALSA Stories-Motus Theater	
Film with Panel Discussion/Lectures	Saturday, April 16, 5-11pm	Rocks, Karma and Arrows-Part 3- Motus Theater - CONFIRMED	
Sunday Classics	Sunday, April 17		
Spoken Word	Saturday, April 30th, 10:30am-4pm (10am reg pick-up)	Young Writer's Workshop - CONFIRMED	
Friday Night LIVE!!	Friday, April 29	Alfredo Muro: Classical Guitar: CONFIRMED AND UNDER CONTRACT	
Movies	Saturday, June 18	Proposed through Arts Grant: Do You Know Who I Am?-Motus Theater; Film and Performer Panelist	
Summer Concert Series	Thursday, June 23, 7-8:30pm		
LCC Grant Program Dates	Friday June 24, 4-11pm		
LCC Grant Program Dates	Saturday, June 25, 8am-11pm		
LCC Grant Program Dates	Sunday, June 26, 8am-11pm		
Summer Concert Series	Thursday, June 30, 7-8:30pm		
Summer Concert Series	Thursday, July 7, 7-8:30pm		
Summer Concert Series	Thursday, July 14, 7-8:30pm		
Spoken Word / Lectures	Wednesday, July 20		
Summer Concert Series	Thursday, July 21, 7-8:30pm		
Friday Night LIVE!!	Friday, September 16, 5-11 pm	Alfredo Muro: Latin Jazz Ensemble: CONFIRMED AND UNDER CONTRACT	
LCC Grant Program Dates	Saturday, September 17, 8am-11pm		
To Be Awarded	Sunday, September 18, 8am-5:30pm		
Sunday Classics	Sunday, September 25		
Spoken Word	Thursday, September 29, 2016	Stories on Stage: CONFIRMED AND UNDER CONTRACT	
Friday Night LIVE!!	Friday, September 30		
Spoken Word / Lecture	Saturday, October 1, 2016	Ed Duisenberry of the Takacs Quartet: Lecture	HOLD - Ed Duisenberry of the Takacs Quartet
Friday Night LIVE!!	Friday, October 7		
LCC Grant Program Dates	Friday, October 8, 8am - 11pm		
LCC Grant Program Dates	Sunday, October 9, 8am - 10pm		
Sunday Classics	Sunday, October 16	HOLD - Altius String Quartet	HOLD - Altius String Quartet
Friday Night LIVE!!	Friday, October 21		
Lectures	Wednesday, November 16	Lsvl Historical Museum: Bridget Bacon: French Immigration: CONFIRMED BY BRIDGET in Fall 2015	
Silent Film Series	Saturday, November 19	Rodney Sauer: CONFIRMED, CONTRACT SENT IN FALL 2015	