

# **Cultural Council Meeting Agenda**

**Thursday, April 21, 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.*

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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 the April 21 Agenda                                     |              |
| V.    | Correction and/or Approval of March 17 Meeting Minutes              |              |
| VI.   | Public Comments: Items Not on the Agenda                            |              |
| VII.  | Treasurer’s Report (Lawrence Anderson)                              | 10 min       |
|       | a. Approval of items related to Treasurer’s Report                  |              |
| VIII. | Update: insurance and the sale and service of alcohol (Gina Barton) | 5 min        |
| IX.   | Staff Report (Suzanne Janssen)                                      |              |
| X.    | Study Session April 26 (Jennifer Strand)                            | 5 min        |
| XI.   | City Council Update (Chris Leh)                                     | 5 min        |
| XII.  | Musician/artist follow up procedure                                 | 1 min        |
| XIII. | Programming Essentials  | 15 min       |
|       | a. Future Schedule: New Bookings                                    |              |
|       | i. Friday, 6-24: Sans Souci (Suzanne)                               |              |
|       | ii. Sunday, 6-26: Nancy Rynes, Author (Suzanne)                     |              |
|       | iii. Sunday, 10-9: Rachel Weaver, Author (Jennifer)                 |              |
|       | iv. Friday Night Live 10-21 ML Gillaspie (Liz)                      |              |
|       | b. Future Schedule: Recommend the release of these dates:           |              |
|       | i. June 18 (Saturday)   |              |
|       | ii. June 25 (Saturday)  |              |
|       | iii. July 20 (Wednesday)  |              |
|       | iv. September 30 (Friday)   |              |
|       | c. Future Schedule: Lead, Team, Details                             |              |
|       | i. Alfredo Muro, 4-29   |              |
|       | ii. Young Writer’s Workshop, 4-30                                   |              |
|       | iii. Summer Concerts  |              |
|       | a. Past Events, debrief:  |              |
|       | iv. Metanoia (Suzanne)  |              |
|       | v. Rodney Sauer, Three Musketeers (Tammy)                           |              |
|       | vi. SALSA Monologues (Suzanne)                                      |              |
|       | vii. Gypsy Swing (Lawrence)   |              |
| XIV.  | Public Art: Presentation by Suzanne Janssen and discussion          | 45 min       |

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**City of Louisville**

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

XIV. Adjourn

Attachments:

March Meeting Minutes; April 2016 Financials; 2016 LCC Programming Dates

# **Louisville Cultural Council Treasurer's report as of March 31, 2016**

Prepared by Lawrence Anderson

## **General Items**

### **Assets (as of March 31, 2016)**

- Checking account balance of \$10,581.51
- Savings account balance of \$21,392.42
- Cash box balance of \$200.00
- Total current assets of \$32,173.93

## **Key Dates to Remember**

- Tue, May 10, 2016 @ 6:10 pm – 2016 SCFD Grant Interview at the Boulder County Courthouse

## **Bank Accounts**

- I recommend that the council pass a motion to 1) remove Mark Oberholzer as a signatory on the checking and savings account and; 2) add Jennifer Strand as a signatory on the two bank accounts as well as ordering Jennifer a debit card for the checking account. The bank requires a copy of LCC meeting minutes reflecting the passage of motion.

## **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 March 31, 2016

	<u>Mar 31, 16</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Cash in Box	200.00
Checking - Great Western Bank	10,581.51
Savings - Great Western Bank	21,392.42
<b>Total Checking/Savings</b>	<u>32,173.93</u>
<b>Total Current Assets</b>	<u>32,173.93</u>
<b>TOTAL ASSETS</b>	<b><u>32,173.93</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Opening Balance Equity	24,466.26
<b>Temp. Restricted Net Assets</b>	
Art in the Park	8,830.83
<b>Total Temp. Restricted Net Assets</b>	<u>8,830.83</u>
Unrestricted Net Assets	234.08
Net Income	-1,357.24
<b>Total Equity</b>	<u>32,173.93</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>32,173.93</u></b>

**Louisville Cultural Council**  
**Profit & Loss**  
January through March 2016

	<u>Jan - Mar 16</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Direct Public Support</b>	
Individual Contributions	12.00
<b>Total Direct Public Support</b>	<u>12.00</u>
<b>Government Grants</b>	
SCFD	1,872.00
<b>Total Government Grants</b>	<u>1,872.00</u>
<b>Program Income</b>	
Ticket Sales	750.00
<b>Total Program Income</b>	<u>750.00</u>
<b>Investments</b>	
Interest-Checking/Savings	3.05
<b>Total Investments</b>	<u>3.05</u>
<b>Total Income</b>	<u>2,637.05</u>
<b>Gross Profit</b>	2,637.05
<b>Expense</b>	
<b>Program Expense</b>	
Artist Fees	926.00
Food and Beverage	32.50
<b>Total Program Expense</b>	<u>958.50</u>
<b>Awards and Grants</b>	
Cash Awards and Grants	2,600.00
<b>Total Awards and Grants</b>	<u>2,600.00</u>
<b>Operations</b>	
Advertising and Marketing	352.50
Licenses and Fees	41.00
Postage, Mailing Service	4.90
Supplies	37.39
<b>Total Operations</b>	<u>435.79</u>
<b>Total Expense</b>	<u>3,994.29</u>
<b>Net Ordinary Income</b>	<u>-1,357.24</u>
<b>Net Income</b>	<u><u>-1,357.24</u></u>

**2016 DATES -- LCC PROGRAMMING**  
**Chronological Listing as of 4-11-2016**

SERIES	DATE	DESCRIPTION	STATUS CHANGES	LEAD	VOLUNTEER	VOLUNTEER	VOLUNTEER
Film with Panel Discussion (formerly Friday Night LIVE!!)	Friday, February 19	Rocks, Karma and Arrows-Part 1-Motus Theater -		Suzanne	Tammy	Blake	Angie
Film with Panel Discussion/Lectures	Wednesday, March 16	Rocks, Karma and Arrows-Part 1& 2 Motus Theater -		Suzanne	Paul		
Film	Saturday, March 19, 5-11PM	OTC The Art Underground Art Grant	Award agreement signed and check rec'd	Art Grant: SJ confirmed and	Grant n/a	Grant n/a	Grant n/a
LCC HOLDS	Saturday, March 26, 5-11pm	Spring Break - Cancelled					
Silent Film Series	Saturday, April 2	Rodney Sauer: CONFIRMED, SIGNED contract returned		Tammy	Angie	Liz	Debbie
LCC Art Program Grant	Saturday, April 9, 4:30-10:30pm:	Arts Grant Recipient - SALSA Stories-Motus Theater	Award agreement signed and check rec'd	Suzanne	Grant n/a	Grant n/a	Grant n/a
Film with Panel	Saturday, April 16, 5-11pm	Rocks, Karma and Arrows-Part 3-Motus Theater - CONFIRMED		Jennifer	Paul	Deb	
Sunday Classics	Sunday, April 17	Walker - Gypsy Swing -- CONFIRMED AND UNDER CONTRACT		Lawrence	Gina	Liz	
Spoken Word	Saturday, April 30th, 10:30am-4pm (10am reg pick-up)	Young Writer's Workshop - CONFIRMED 5 background checks rec'd and passed		Angie	Liz		
Friday Night LIVE!!	Friday, April 29	Alfredo Muro: Classical Guitar: CONFIRMED AND UNDER CONTRACT		???			
Movies	Saturday, June 18	<b>OPEN</b>					
Summer Concert Series	Thursday, June 23, 7-8:30pm	FACE - CONFIRMED-Contract Rec'd Back-Copy sent to FACE for their records		Lawrence	Paul	Steve	
LCC Grant Program Dates	Friday June 24, 4-11pm	Sans Souci Dance Cinema	Award agreement signed and check rec'd	Art Grant: SJ confirmed and			
LCC Grant Program Dates	Saturday, June 25, 8am-11pm						
LCC Grant Program Dates	Sunday, June 26, 3pm; \$200	Nancy Rynes, Author, <i>Awakenings from the Light</i>	To be approved by LCC 4-21	Suzanne or Jennifer			
Summer Concert Series	Thursday, June 30, 7-8:30pm	Blue Moon Bluegrass Band - SIGNED contract confirmed and rec'd; Copy sent to Jerry Mills for his records	SIGNED contract confirmed and rec'd	Lawrence	Paul	Steve	
Summer Concert Series	Thursday, July 7, 7-8:30pm	Shel - CONFIRMED - Contract sent 3-24 - waiting for reply	Contract sent 3-24	Lawrence	Paul	Steve	
Summer Concert Series	Thursday, July 14, 7-8:30pm	Los Bohemios - SIGNED Contract Recd-Copy sent to Mark D.	SIGNED Contract Returned	Lawrence	Paul	Steve	
Spoken Word / Lectures	Wednesday, July 20						
Summer Concert Series	Thursday, July 21, 7-8:30pm	Mr Majestyks 8-Track Revival - Contract Returned	SIGNED Contract Returned	Lawrence	Paul	Steve	
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	Arts Grant Recipient - Do You Know Who I Am?-Motus Theater; Film and Performer Panelist	Award agreement signed and check rec'd	Art Grant: SJ confirmed and			
Sunday Classics	Sunday, September 18, 8am-5:30pm	CU Bassoons - CONFIRMED - NEED CONTRACT	Confirmed: Contract to be sent by Lawrence?	Lawrence ??			
LCC Grant Recipient: Sunday Classics	Sunday, September 25	LOUISVILLE SINGS! A NIGHT OF VOCAL JAZZ/Chip Ross: Awarded grant \$300	Award agreement signed and check rec'd	Art Grant: SJ confirmed and			
Spoken Word	Thursday, September 29, 2016	Stories on Stage: CONFIRMED AND UNDER CONTRACT		Suzanne & Jennifer			
Friday Night LIVE!!	Friday, September 30						
Spoken Word / Lecture	Saturday, October 1, 2016	Ed Dusinberre of the Takacs Quartet: Lecture Confirmed, Signed contract rec'd	Confirmed - Signed Contract Rec'd	Jennifer			

SERIES	DATE	DESCRIPTION	STATUS CHANGES	LEAD	VOLUNTEER	VOLUNTEER	VOLUNTEER
Friday Night LIVE!!	Friday, October 7	Scott Martin: Scott Martin Trio	Confirmed: Contract to be sent by Gina?	Gina	Lawrence	Liz	
LCC Grant Program Dates	Saturday, October 8, 8am - 11pm	Old Town Cinema: Art Grant Recipient: Confirmed 3-1-2016; FILM TBA		Art Grant	Grant n/a	Grant n/a	Grant n/a
Spoken Word / Lecture	Sunday, October 9, 8am - 10pm	HOLD _ Request by Jennifer Strand on 3-24- Lecture by Rachel Weaver	To be approved by LCC 4-21	Jennifer			
Sunday Classics	Sunday, October 16	Altius String Quartet - CONFIRMED AND UNDER CONTRACT	Contract Returned: CONFIRMED				
Friday Night LIVE!!	Friday, October 21						
Lectures	Wednesday, November 16	Lsvl Historical Museum: Bridget Bacon: French Immigration: CONFIRMED BY BRIDGET in Fall 2015		Suzanne or Jennifer			
Silent Film Series	Saturday, November 19	Rodney Sauer: CONFIRMED AND UNDER CONTRACT		Tammy	Liz	Debbie	
<b>2017 LCC Grant Recipients Needs for 2017</b>							
OTC Art Grant needs late January date			To be confirmed once 2017 calendar meeting				
Boulder Opera - GRANT RECIPI: Feb 5th, 11 or 12 2017 11am - 5pm; Rehearsal space on Thursday 2/9 or Friday 2/10							