

# **Cultural Council Meeting Agenda**

**Thursday, May 19, 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.***

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 May 19 Agenda	
V.	Correction and/or Approval of April 21 Meeting Minutes	
VI.	Public Comments: Items Not on the Agenda	
VII.	Treasurer’s Report and votes on any related items (Lawrence)	10 min
VIII.	LCC Grantees: Any action needed?	5 min
IX.	Tabled: insurance and the sale and service of alcohol (Gina absent)	1 min
X.	Musician/performer contact follow up procedure (see packet)	5 min
XI.	Summer Concerts Information and Actions (Lawrence)	30 min
XII.	Indoor Programming	10 min
	a. Sunday, 6-26: Nancy Rynes, Author (Suzanne)	
	b. Update for Sponsored Shadow Puppet Show (Suzanne)	
	c. Assign Leads and teams:	
	i. Fri, 9-16 Alfredo Muro	
	ii. Sun, 9-17 Bassoon Ensemble	
	iii. Thurs, 9-29 Stories on Stage	
	iv. Sat, 10-1 Ed Dusinberre Lecture (Lead: Jennifer)	
	v. Fri, 10-7 Scott Martin Trio	
	vi. Sun, 10-9 Rachel Weaver Lecture	
	vii. Sunday, 10-16 Altius String Quartet (Lead: Jennifer)	
	viii. Wed, Nov 16 Bridget Bacon Lecture	
	ix. Sat, Nov 19 Rodney Sauer	
XIII.	Marketing update (Blake)	5 min
XIV.	Operations Budget Recommendations for City Council	5 min
XV.	Dress Rehearsal Fundraiser with Coal Creek Theater (see packet)	5 min
XVI.	2016 Labor Day Parade Float (email—see packet)	5 min
XVII.	Public Art Update (Suzanne)	5 min
XVIII.	Staff Report, Suzanne (CAMP)	5 min
XIX.	City Council Report, Chris	5 min
XIV.	Adjourn	

Attachments:

April Meeting Minutes; May 2016 Financials; 2016 LCC Programming Dates; SJ  
Recommendations: Protocol for Responding to Performing Artist Inquiries; (Email)  
Proposal from Coal Creek Theater; Email from Lsvl Arts District re: 2016 Labor Day  
Parade

# ***Cultural Council***

## ***Meeting Minutes***

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

**Call to Order** – Chairperson Jennifer Strand called the meeting to order at 6:30 pm time.

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

Board Members Present: Gina Barton, Debbie Davies, Paul Ewing, Tammy Pelnik, Liz Rowland, Steve Spencer, Jennifer Strand, Blake Welch

Board Members Absent: Lawrence Anderson, Angie Layton

Staff Members Present: Suzanne Janssen

City Council Liaison: -none-

Public attendees: -none-

**Attendance and Volunteer Hours Log** – circulated for completion by LCC members.

**Approval of Agenda** – The agenda for today’s meeting was approved by all members.

**Approval of Meeting Minutes** – The minutes from the 17 March 2016 meeting were approved unanimously, as written.

**Public Comments** – None

**Treasurer’s Report** – Although the Treasurer was not in attendance, the Treasurer’s Report is included in the meeting packet. SCFD grant interview scheduled for May 10<sup>th</sup>. Lawrence, Jennifer, Blake and Suzanne will attend the interview. Others welcome to attend also.

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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*

A motion passed unanimously to approve the Treasurer's Report as written (in packet).

A motion passed unanimously to remove former LCC Chair Mark Oberholzer from the bank account and add current LCC Chair Jennifer Strand as the second authorized signatory. Minutes will serve as written authorization for the bank to process the change.

**Action:** Jennifer will request that Lawrence provide a copy of the monthly bank statement along with the Treasurer's report for the meeting packet in the future.

**Liability Insurance & Serving Alcohol at Select Events** – Gina discussed director's liability insurance (for the 501(c)(3)) with a local insurance agency. A rough estimate was \$800/year without alcohol related events, or \$1400/year with alcohol related events (i.e., LCC sponsored events on city property were alcohol would be sold).

For the near term, LCC will table the decision on liability insurance until the City Council provides guidance on 501(c)(3) policies and procedures.

**Action:** Gina will pursue getting a solid quote related to serving alcohol at individual events independent of general liability insurance.

**Staff Report** – Suzanne reported that in May she will need feedback from LCC on 2017 – 2018 operating budget requests (items under \$5000). City Council is pursuing 2-year budget cycles.

Suzanne distributed a copy of the LCC Mission Statement, which has been previously published in minutes (2015).

**City Council Study Session for LCC** – Jennifer reported that LCC will present at the Study Session on April 26<sup>th</sup>. A subcommittee met previously to discuss the content of the presentation. Jennifer invited all LCC members to attend.

A draft of the presentation was displayed and discussed. Final changes to the presentation will be coordinated by Jennifer and Suzanne.

**City Council Update** – None, Chris was not in attendance.

**Musician/Artist Follow up Procedure** – tabled for this month.

**Programming Essentials –**

- **Future Schedule:** A motion passed unanimously to book the following programs/dates, and to release 4 dates originally on the LCC calendar (6/18, 6/25, 7/20, 9/30).
  - Dance - Sans Souci (Arts grantee for 2016) selected a date: 6/24/16 Note: This is the date of the first Street Faire of 2016;
  - Lecture - Nancy Rynes (author & artist), \$200 honorarium: 6/26/16;
  - Lecture - Rachel Weaver (author, leader of writing group), \$200 honorarium: 10/9/16; and
  - Music - MaryLynn Gillespie: 10/21/16.

A separate motion to approve LCC in-kind sponsorship (use of LCC programming date at the LSvl Center for the Arts) for “The Auspicious Adventures of an Improbable Princess” shadow puppet theater passed unanimously. Date of the performance is TBD.

**Action** – Suzanne will discuss Street Faire timing with Sans Souci, to be sure they are aware of that event on 6/24 – they could move their event to 6/25 instead.

- **Alfredo Muro, 4/29:** Jennifer will be the lead, Suzanne will also support
- **Young Writer’s Workshop:** On schedule – Angie and Liz supporting library staff.
- **Summer Concerts in the Park:** To be discussed in May.
- **Recent past performances:** Great attendance at Metanoia, Three Musketeers and Salsa Stories. Average attendance at Rock, Karma, Arrows and Gypsy Swing (performance on snowstorm day).

**Public Art 101** – Suzanne presented some tutorial information on public art.

**Discussion Items for Next Meeting** – Summer Concerts in the Park, Musician/Artist Follow up Procedure, Checklists to support LCC volunteers with different activities, July meeting go/no-go, Public Art samples.

**Adjourn** – The meeting was adjourned at 8:24pm.

## **Louisville Cultural Council Treasurer's report as of April 30, 2016**

Prepared by Lawrence Anderson

### **General Items**

#### **Assets (as of April 30, 2016)**

- Checking account balance of \$11,069.21
- Savings account balance of \$21,392.42
- Cash box balance of \$200.00
- Total current assets of \$32,661.63

### **Key Dates to Remember**

#### **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 April 30, 2016

	<u>Apr 30, 16</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Cash in Box	200.00
Checking - Great Western Bank	11,069.21
Savings - Great Western Bank	21,392.42
<b>Total Checking/Savings</b>	<u>32,661.63</u>
<b>Total Current Assets</b>	<u>32,661.63</u>
<b>TOTAL ASSETS</b>	<b><u>32,661.63</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Other Current Liabilities	
Summer Concerts Concessions	150.00
<b>Total Other Current Liabilities</b>	<u>150.00</u>
<b>Total Current Liabilities</b>	<u>150.00</u>
<b>Total Liabilities</b>	150.00
<b>Equity</b>	
Opening Balance Equity	24,466.26
Temp. Restricted Net Assets	
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	-1,019.54
<b>Total Equity</b>	<u>32,511.63</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>32,661.63</u></b>

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

	<u>Jan - Apr 16</u>
Ordinary Income/Expense	
Income	
Direct Public Support	
Individual Contributions	126.00
Total Direct Public Support	<u>126.00</u>
Government Grants	
SCFD	1,872.00
Total Government Grants	<u>1,872.00</u>
Program Income	
Ticket Sales	2,337.00
Total Program Income	<u>2,337.00</u>
Investments	
Interest-Checking/Savings	3.15
Total Investments	<u>3.15</u>
Total Income	<u>4,338.15</u>
Gross Profit	4,338.15
Expense	
Program Expense	
Artist Fees	2,118.40
Food and Beverage	203.50
Total Program Expense	<u>2,321.90</u>
Awards and Grants	
Cash Awards and Grants	2,600.00
Total Awards and Grants	<u>2,600.00</u>
Operations	
Advertising and Marketing	352.50
Licenses and Fees	41.00
Postage, Mailing Service	4.90
Supplies	37.39
Total Operations	<u>435.79</u>
Total Expense	<u>5,357.69</u>
Net Ordinary Income	<u>-1,019.54</u>
Net Income	<u><u>-1,019.54</u></u>

**2016 DATES -- LCC PROGRAMMING**  
Chronological Listing as of 5-11-2016

**LCC COMMITTEES AND COMMITTEE MEMBERS**

<b>Summer Concert Series</b>	<b>Lawrence Anderson; Angie Layton</b>
<b>Friday Night LIVE!!</b>	<b>Liz Rowland, Gina Barton and Lawrence Anderson</b>
<b>Sunday Classics</b>	<b>Liz Rowland, Gina Barton and Lawrence Anderson</b>
<b>Lectures and Written Word</b>	<b>Jennifer Strand; Angie Layton; Liz Rowland; Debbie Davies</b>
<b>Movies</b>	<b>Silent Films: Tammy Pelnik Other Films: Liz Rowland; Debbie Davies</b>
<b>Marketing</b>	<b>Blake Welch; Lawrence Anderson; Gina Barton</b>
<b>Cultural Arts Master Plan</b>	<b>Lawrence Anderson, Gina Barton, Tammy Pelnik, Blake Welch, Angie Layton, Jennifer Strand, Liz Rowland</b>
<b>Public Art Committee</b>	<b>All LCC Members</b>

SERIES	DATE	DESCRIPTION	ATTENDANCE	STATUS CHANGES	LEAD	VOLUNTEER	VOLUNTEER	VOLUNTEER
Film with Panel Discussion	Friday, February 19	Rocks, Karma and Arrows-Part 1-Motus Theater -	97; APP 76 PAID		Suzanne	Tammy	Blake	Angie
Film with Panel	Wednesday, March 16	Rocks, Karma and Arrows-Part 1& 2 Motus Theater -	76 ?		Suzanne	Paul		
Film	Saturday, March 19, 5-11PM	OTC The Art Underground Art Grant	79		Art Grant: SJ	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	69		Tammy	Angie	Liz	Debbie
LCC Art Program Grant	Saturday, April 9, 4:30-10:30pm:	Arts Grant Recipient - SALSA Stories-Motus Theater	92		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 -	24		Jennifer	Paul	Deb	
Sunday Classics	Sunday, April 17	Walker - Gypsy Swing -- CONFIRMED AND UNDER CONTRACT	26		Lawrence	Jennifer	Liz	Blake
Friday Night LIVE!!	Friday, April 29	Alfredo Muro: Classical Guitar: CONFIRMED AND UNDER			Jennifer	Suzanne		
Spoken Word	Saturday, April 30th, 10:30am-4pm	Young Writer's Workshop - CONFIRMED 5 background			Angie	Liz		
Movies	Saturday, June 18	Released at 4-21-16 Meeting		Released				
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	Peter Harrington-Resident Vol
LCC Grant Program Dates	Friday June 24, 4-11pm-	Sans Souci Dance Cinema <b>STREET FAIRE CONFLICT</b>		Released	Art Grant: SJ			
LCC Grant Program Dates	Saturday, June 25, 8am-11pm	Sans Souci Dance Festival of Dance Cinema		Booked				
LCC Grant Program Dates	Sunday, June 26, 3pm; \$200	Nancy Rynes, Author, <i>Awakenings from the Light: Signed agreement on file</i>		Confirmed; agreement on file	Suzanne	Jennifer?	Gina?	
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			Lawrence	Paul	Steve	Peter Harrington-Resident Vol
Summer Concert Series	Thursday, July 7, 7-8:30pm	Shel - CONFIRMED - Contract sent 3-24 - waiting for reply		Need Signed Contract	Lawrence	Paul	Steve	Peter Harrington-Resident Vol
LCC Sponsorsip (facility in-kind from City, not LCC date)	Saturday, July 9, 12:30-11pm; Event ___ pm	The Auspicious Adventures of an Improbable Princess			Facility Rental: No LCC on-site help			
Summer Concert Series	Thursday, July 14, 7-8:30pm	Los Bohemios - SIGNED Contract Recd-Copy sent to Mark D.			Lawrence	Paul	Steve	
Spoken Word / Lectures	Wednesday, July 20	Released at 4-21-16 Meeting		Released				
Summer Concert Series	Thursday, July 21, 7-8:30pm	Mr Majestyks 8-Track Revival - Contract Returned and copy sent back			Lawrence	Paul	Steve	
Friday Night LIVE!!	Friday, September 16, 5-11 pm	Alfredo Muro: Latin Jazz Ensemble: CONFIRMED AND UNDER CONTRACT						

<b>LCC Grant Program Dates</b>	Saturday, September 17, 8am-11pm	Arts Grant Recipient - Do You Know Who I Am?-Motus Theater; Film and Performer Panelist						
<b>Sunday Classics</b>	Sunday, September 18, 8am-5:30pm	CU Bassoons - CONFIRMED - NEED CONTRACT		Need Contract	Lawrence ??			
<b>LCC Grant Recipient: Sunday Classics</b>	Sunday, September 25	LOUISVILLE SINGS! A NIGHT OF VOCAL JAZZ/Chip Ross: Awarded grant \$300						
<b>Spoken Word</b>	Thursday, September 29, 2016	Stories on Stage: CONFIRMED AND UNDER CONTRACT			Suzanne & Jennifer			
<b>Friday Night LIVE!!</b>	Friday, September 30	Released at 4-21-16 Meeting HOLD SANS SOUCL		Released				
<b>Spoken Word / Lecture</b>	Saturday, October 1, 2016	Ed Dusinberre of the Takacs Quartet: Lecture Confirmed, Signed contract rec'd			Jennifer			
<b>SERIES</b>	<b>DATE</b>	<b>DESCRIPTION</b>			<b>LEAD</b>	<b>VOLUNTEER</b>	<b>VOLUNTEER</b>	<b>VOLUNTEER</b>
<b>Friday Night LIVE!!</b>	Friday, October 7	Scott Martin: Scott Martin Trio			Gina	Lawrence	Liz	
<b>LCC Grant Program Dates</b>	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
<b>Spoken Word / Lecture</b>	Sunday, October 9, 8am - 10pm	Lecture by Rachel Weaver - CONFIRMED AND UNDER CONTRACT		signed contract rec'd	Jennifer			
<b>Sunday Classics</b>	Sunday, October 16	Altius String Quartet - CONFIRMED AND UNDER CONTRACT						
<b>Friday Night LIVE!!</b>	Friday, October 21	MaryLynn Gillaspie - CONFIRMED and SIGNED Contract on file						
<b>Lectures</b>	Wednesday, November 16	Lsvl Historical Museum: Bridget Bacon: French Immigration: CONFIRMED BY BRIDGET in Fall 2015			Suzanne or Jennifer			
<b>Silent Film Series</b>	Saturday, November 19	Rodney Sauer: CONFIRMED AND UNDER CONTRACT			Tammy	Liz	Debbie	

**2017 LCC Grant Recipients Needs for 2017**

OTC Art Grant needs late January date  
 Boulder Opera - GRANT RECIPIENT Feb 5th, 11 or 12 2017 11am - 5pm; Rehearsal space on Thursday 2/9 or Friday 2/10

**Attachment: (Draft) Protocol for Responding to Performing Artist Inquiries**

Purpose: Adopt a formal process to the acceptance of band/performer material for hiring consideration at LCC sponsored events. Process will include selection process, means for accepting performer information, acknowledgement of receipt of materials and timeline for hiring.

**Staff Recommendations**

**List of Programs and Events: Call for Artists**

- Use the City's website to attract and channel receipt of information  
LCC Project Leads will have direct access to updating and accessing website
- LCC to outline the upcoming events for which performers are needed  
Describe all programs the LCC will be hiring performers  
State dates, selection criteria and styles of bands desired
- LCC to articulate the selection/hiring process  
Provide a timeline for response
- LCC could have a City email to which bands can forward materials directly  
LCC could consider a simple, standardized application outlining basic contact information and events for consideration
- Once the bands are chosen for the year, webpages are updated indicating that all bands have been hired, etc.

**LCC Email:**

City email could have an auto message stating that the LCC committee will review each band's information and,  
LCC will contact bands directly if interested in hiring  
Once the bands are chosen for the year, the automated response could be changed indicating that all bands have been hired, etc.

**Once Bands are Determined/Hired:**

Cultural Arts/Special Events Coordinator may assist with this process as needed and as time allows  
LCC committee to develop processes and timeline for sending out contracts  
Standardized contract to be used and modified as needed for each band. W-9 forms to accompany the contract  
Project lead should oversee the contract process to make sure all paperwork is received  
Signed contracts are given to City for permanent records; another copy given to Project Lead and Treasurer  
Project Lead and Treasurer coordinate band payment

**Attachment: Email from Lynn Fleming of Coal Creek Theater**

PLFLEMING@aol.com  
Apr 27 (13 days ago)

to me

I enjoyed your presentation and shared the Council's enthusiasm for LCC's activities. You did a great job!

Since you're looking for collaborations, CCTL has an idea for you. What about CCTL doing a benefit, preview performance for the LCC? The idea would be for LCC to sell and charge whatever they'd like for tickets to a final dress rehearsal, sell concessions if they'd like, and keep all the profits? In exchange, CCTL's actors would have the benefit of an audience before opening and word of mouth advertising from those who've seen the show. We would also value a friendly collaboration with folks we like. The next opportunity would be October 27th. Let me know if the idea appeals to you.

Lynn

**Attachment: Email from Nicole Charron of Louisville Arts District**

**From:** Nicole Charron [<mailto:louisvilleartsdistrict@gmail.com>]

**Sent:** Wednesday, May 11, 2016 4:43 PM

**To:** Janet Russell; Suzanne Janssen; Dana Vachharajani; Emilie Parker; Lori Jones; Lynn Fleming; Lynn Fleming; MaryLynn Gillaspie

**Subject:** Labor Day parade shared float

Hi all,

The Louisville Arts District will soon be submitting an application to appear again this year in the Labor Day Parade.

The board members of the LAD would like to know if you organization would be interested in a group submission/float representing art and culture in Louisville.

If so, please let me know and we can start an exchange of ideas. The idea that was discussed in the past was a flatbed trailer adorned with banners representing the different groups and having reps from those groups performing live; e.g., the flatbed could have an artist painting on an easel, the choir could be signing, theatre performers could be playing a short act from a current play, dancers, etc.

Please let me know if you're interested in a group submission.

--

Nicole Charron  
Treasurer/webmaster  
Louisville Arts District  
(720) 273-8508