

Cultural Council Meeting Agenda

**Thursday, August 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.

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 August 18 Agenda	
V.	Correction and/or Approval of June 16 Meeting Minutes	
VI.	Public Comments: Items Not on the Agenda	
VII.	Treasurer’s Report and the LCC Reserve (Lawrence)	15 min
VIII.	Updates on Past Business (Jennifer)	10 min
	a. Coal Creek Dress Rehearsal	
	b. The Piano	
	c. Nancy Rymes, 6-26	
	d. Sans Souci	
	e. Puppet Theater	
	f. Partnership with a local winery? (Gina)	
IX.	CAMP/Staff Report (Suzanne)	15 min
X.	City Council Update (Chris)	5 min
XI.	Marketing Update (Blake)	5 min
XII.	Summer Concerts Debrief	15 min
XIII.	Indoor Programming	15 min
	a. 9-17 Alfredo Muro (Steve)	
	b. 9-18 Motus, Do You Know Who I Am (Grant) (Suzanne)	
	c. 9-25 Vocal Jazz (Grant) (Suzanne)	
XIV.	Public Art Acquisition Process/Fall Retreat?	5 min
XV.	Chair’s Report	5 min
XIV.	Adjourn	

Attachments:

June LCC Meeting Minutes; July Marking Committee Minutes; August 2016 Financials;
Chronological Listing of 2016 LCC Programs (updated)

Cultural Council

Meeting Minutes

**16 June 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: Lawrence Anderson, Gina Barton, Debbie Davies, Paul Ewing, Angie Layton, Tammy Pelnik, Steve Spencer, Jennifer Strand, Blake Welch

Board Members Absent: Liz Rowland

Staff Members Present: Suzanne Janssen

City Council Liaison: -none-

Public attendees: Mandy Perera (Louisville Rec Center staff)

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

Approval of Agenda – The agenda for today’s meeting was approved, as amended via motion by Tammy, seconded by Paul - passed unanimously.

Public Comments – None

Marketing Report – Blake provided a summary of current topics in work by the Marketing Committee. First, Summer Concert Series marketing proposal for Print Ads (Daily Camera and Colorado Hometown Weekly) and online banner ads (also Daily Camera and Hometown Weekly). Proposed approach will be \$590. Motion to approve adjusted marketing fees for the Summer Concert series by Tammy, seconded by Gina, approved unanimously.

City of Louisville

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

Some new money donation cans were purchased by Jennifer to support Summer Concert donations. Each event will need solicitors to carry cans through the crowd.

Action: Paul will add slots in the top of the cans before Thursday's concert.

Action: Blake will work on signage on the buckets before Thursday's concert.

Blake provided ideas for Louisville Cultural Council branding pieces. A hand-out sticker with the Louisville HeArt logo was discussed, as well as LCC hats. A draft Summer Concert satisfaction survey was also presented.

Action: Suzanne will add to the draft: 1) how did you hear about the concerts; 2) what zip code do you live in? And 3) change first question to identify the concert that is happening that night.

Discussion of Blake's proposed branding pieces ensued. Motion to purchase 15 caps for LCC members, to be worn at sponsored events, and 2500 3" stickers as generally described by Blake, proposed by Gina, second by Steve, passed unanimously.

Action: Suzanne will distribute last year's survey results to current LCC members.

Summer Concert announcements will be made on intercom by Lawrence. Gina is working on a script related to donation solicitation.

Approval of Meeting Minutes – Motion to approve the minutes from the May 19, 2016 meeting as written proposed by Debbie, seconded by Lawrence, approved unanimously.

Recreation Center Task Force Presentation – Gina has been serving on the Senior Center/Rec Center Expansion Project Task Force since November 2015. Gina walked through a presentation on the process the task force has gone through to solicit public input, including a statistically valid print survey and a phone survey (the latter related to two November Ballot questions). Presentation supported by Mandy. Current renderings on proposed expansions at the Rec Center and Memory Square Park were displayed. City Council will make a decision on moving forward, and the November Ballot issues to fund expansion costs and ongoing operations would follow from that. Paul Ewing asked whether any consideration for public art had been built into the proposal. Gina said that it had been discussed and that a public art plan for the Recreation Center may be articulated in a future proposal.

-- For Approval --

Treasurer's Report – See packet for P&L Report and bank statements.
Lawrence took questions.

City Council Report – None

Staff Report – Suzanne plans to distribute draft of the CAMP to the subcommittee by the end of the month.

Insurance and Service of Alcohol at Arts Center events – Gina and Jennifer are looking for partners who would come to serve at events (e.g., winery vendors who serve at Farmer's Market).

Summer Concerts – First Summer Concert is Thursday 6/23/16 (FACE). Music will be 7 – 8:30 pm. Gina has purchased some general supplies for the booth – it will be stored in the storage closet.

Action: Paul will meet Suzanne to put up parking barriers at 1 pm.

Sans Souci will be at FACE to make an announcement about their upcoming performance during intermission.

Arts Underground Dance Group wants to do a performance in conjunction with the final concert. Preference is a 5 minute performance at intermission. Jennifer is supporting logistics between LCC and Arts Underground.

Action: Suzanne will buy a first aid kit to have available at Summer Concert series booth.

Action: Steve will contact Mark about borrowing his t-shirt shooter before first concert.

Action: Gina to let Lawrence know which concerts they will support this year.

Indoor Programming –

- Nancy Rynes wants to set up at 10 am on 6/26/16. Paul and Suzanne will meet at Arts Center for set-up. The event is 3 pm. Jennifer will bring snacks. Jennifer, Debbie and Steve will support the event at 2:15 pm.
- Susan Honstein's Fort Collins Gentrification Project – it would be on 9/30/16. This is not an LCC sponsored event, but Jennifer has volunteered to help Susan.
- Coal Creek Dress Rehearsal fundraiser on 10/27/16 – there is a \$100 royalty with every public performance. The royalty information was not

-- For Approval --

available when the motion passed last month. Decision is to table the topic until August.

- Bassoon program will be 1/29/17.
- Louisville Arts Center piano – The current piano is not in good working condition, and can't really be tuned to a reasonable state. Rodney Sauer has investigated used professional grade pianos, and was able to locate pianos in a range of \$3000. A replacement piano could be included in the proposed operational budget request to the city.

Action: Jennifer will put agenda items to discuss use of the reserve fund and whether to proceed with dress rehearsal fundraiser at next LCC meeting.

Operations Budget recommendations from LCC will be – New items for LAC: Piano \$3500, movable lighting plus microphone \$1500, plus LCC funding of \$10,000 for direct programming and \$10,000 for Arts Grants for 2017.

July meeting – Motion by Lawrence, seconded by Paul, approved unanimously to cancel LCC meeting in July due to Summer Concert series conflict. The LCC August meeting will be moved to August 11th to allow time to discuss the Cultural Arts Master Plan prior to finalization and presentation to the city.

LCC Grantees – Suzanne meets with San Souci and Puppet Theater in the next week.

Checklists – Jennifer will reach out to a few LCC members to help with checklists.

2017 LAC scheduling meeting – Meeting has already occurred, and dates are set for LCC events. Jennifer distributed a list of dates secured for 2017 LCC events at the Louisville Arts Center.

Discussion Items for Next Meeting – Discussion of CAMP, LCC Reserve Fund, Dress rehearsal event, Fall LCC Retreat.

Adjourn – Tammy moved, Lawrence seconded and the meeting was adjourned at 9:07 pm.

-- For Approval --

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

Prepared by Lawrence Anderson

General Items

- Bank Statements and reconciliations are included in following report.

SCFD

- SCFD Grant Award for 2017 will be \$1,778.40. An increase of \$6.40 from 2016. We will receive check in the Fall.

Key Dates to Remember

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 July 31, 2016

	<u>Jul 31, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
Cash in Box	200.00
Checking - Great Western Bank	4,754.45
Savings - Great Western Bank	21,395.08
Total Checking/Savings	<u>26,349.53</u>
Other Current Assets	
Future Grants	10,000.00
Total Other Current Assets	<u>10,000.00</u>
Total Current Assets	<u>36,349.53</u>
TOTAL ASSETS	<u>36,349.53</u>
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	<u>8,830.83</u>
Unrestricted Net Assets	234.08
Net Income	2,818.36
Total Equity	<u>36,349.53</u>
TOTAL LIABILITIES & EQUITY	<u>36,349.53</u>

Louisville Cultural Council
Profit & Loss
 January through July 2016

	Jan - Jul 16
Ordinary Income/Expense	
Income	
Direct Public Support	
Individual Contributions	2,623.56
Gifts In-Kind - Services	2,470.00
Total Direct Public Support	5,093.56
Government Grants	
City of Louisville-Additional	2,480.62
City of Louisville	10,000.00
SCFD	1,872.00
Total Government Grants	14,352.62
Program Income	
Ticket Sales	2,337.00
Concessions	570.00
Total Program Income	2,907.00
Investments	
Interest-Checking/Savings	6.05
Total Investments	6.05
Total Income	22,359.23
Gross Profit	22,359.23
Expense	
Program Expense	
Artist Fees	9,711.60
Instructor Fees	300.00
Food and Beverage	269.33
Graphic Design/Marketing	2,470.00
Technical Support	1,000.00
Equipment	1,097.04
Total Program Expense	14,847.97
Awards and Grants	
Cash Awards and Grants	2,600.00
Total Awards and Grants	2,600.00
Operations	
Advertising and Marketing	
Print/Display	812.50
Poster Distribution	345.00
Email Marketing	120.00
Total Advertising and Marketing	1,277.50
Licenses and Fees	41.00
Merchandise	464.75
Postage, Mailing Service	4.90
Supplies	304.75
Total Operations	2,092.90
Total Expense	19,540.87
Net Ordinary Income	2,818.36
Net Income	2,818.36

Louisville Cultural Council Profit & Loss Budget vs. Actual January through December 2016

	Jan - Dec 16	Budget
Ordinary Income/Expense		
Income		
Direct Public Support		
Individual Contributions	2,623.56	1,900.00
Gifts In-Kind - Services	2,470.00	2,470.00
Gifts in Kind - Goods	0.00	720.00
Total Direct Public Support	5,093.56	5,090.00
Government Grants		
City of Louisville-Additional	2,480.62	
City of Louisville	10,000.00	10,000.00
SCFD	1,872.00	1,872.00
Total Government Grants	14,352.62	11,872.00
Program Income		
Ticket Sales	2,337.00	3,400.00
Concessions	570.00	390.00
Total Program Income	2,907.00	3,790.00
Investments		
Interest-Checking/Savings	6.05	20.00
Total Investments	6.05	20.00
Total Income	22,359.23	20,772.00
Gross Profit	22,359.23	20,772.00
Expense		
Program Expense		
Artist Fees	9,711.60	11,100.00
Instructor Fees	300.00	750.00
Food and Beverage	269.33	1,105.00
Graphic Design/Marketing	2,470.00	2,470.00
Technical Support	1,000.00	1,000.00
Equipment	1,097.04	400.00
Total Program Expense	14,847.97	16,825.00
Awards and Grants		
Cash Awards and Grants	2,600.00	2,500.00
Total Awards and Grants	2,600.00	2,500.00
Operations		
Advertising and Marketing		
Print/Display	812.50	
Poster Distribution	345.00	
Email Marketing	120.00	
Advertising and Marketing - Other	0.00	1,000.00
Total Advertising and Marketing	1,277.50	1,000.00
Gifts	0.00	100.00
Licenses and Fees	41.00	41.00
Meals and Entertainment	0.00	100.00
Merchandise	464.75	
Postage, Mailing Service	4.90	70.00
Supplies	304.75	136.00
Total Operations	2,092.90	1,447.00
Total Expense	19,540.87	20,772.00
Net Ordinary Income	2,818.36	0.00
Net Income	2,818.36	0.00

Louisville Main Branch
 801 Main St Ste 130
 Louisville, CO 80027

(303)664-0444

 Date 6/30/16
 Primary Account
 Enclosures

 Page 1
 177770
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 Louisville Cultural Council
 PO Box 895
 Louisville CO 80027-0895

CHECKING ACCOUNTS

Community Checking Account Number	177770	Number of Enclosures	8
Previous Balance	10,667.57	Statement Dates	6/01/16 thru 6/30/16
2 Deposits/Credits	1,284.41	Days This Statement Period	30
7 Checks/Debits	3,041.72	Average Ledger	10,148.81
Service Charge	.00	Average Collected	10,140.64
Interest Paid	.09	Interest Earned	.09
Current Balance	8,910.35	Annual Percentage Yield Earned	0.01%
		2016 Interest Paid	.67

DEPOSITS AND OTHER CREDITS

Date	Description	Amount
6/30	REGULAR DEPOSIT	134.00 DP
6/30	REGULAR DEPOSIT	1,150.41 DP
6/30	INTEREST DEPOSIT	.09

CHECKS AND WITHDRAWALS

Date	Description	Amount
6/24	DBT CRD 1115 06/24/16 00001366 ALBERTSONS ST00002 LOUISVILLE CO *6346	6.72-

CHECKS CHECKS CHECKS

Date	Serial No	Amount	Date	Serial No	Amount	Date	Serial No	Amount
6/01	1969	60.00	6/24	1971	850.00	6/27	1973	200.00
6/17	1970	75.00	6/27	1972	1,650.00	6/28	1974	200.00

* Denotes missing check numbers

DAI LY BALANCE INFORMATION

Date	Balance	Date	Balance	Date	Balance
6/01	10,607.57	6/24	9,675.85	6/28	7,625.85
6/17	10,532.57	6/27	7,825.85	6/30	8,910.35

Great Western Bank DEPOSIT TICKET CASH
 78-873 914 999

NAME Louisville Cultural Council 730.41
 420.00

DATE 6/30/16

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

SIGN HERE FOR CASH RECEIVED (IF REQUIRED):

FOR TOTAL FROM OTHER SIZES
 SUB TOTAL

ACCOUNT NUMBER 177770

LESS CASH RECEIVED \$ 1150.41

⑆091408734⑆ 09

Great Western Bank DEPOSIT TICKET CASH
 78-873 914 999

NAME Louisville Cultural Council 129.00
 5.00

DATE 6/30/16

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

SIGN HERE FOR CASH RECEIVED (IF REQUIRED):

FOR TOTAL FROM OTHER SIZES
 SUB TOTAL

ACCOUNT NUMBER 177770

LESS CASH RECEIVED \$ 134.00

⑆091408734⑆ 09

REGULAR DEPOSIT Date: 06/30 Amount: \$1,150.41

REGULAR DEPOSIT Date: 06/30 Amount: \$134.00

LOUISVILLE CULTURAL COUNCIL 78-873 570 1969
 P.O. BOX 895
 LOUISVILLE, CO 80027-0895

DATE 5/25/16

PAY TO THE ORDER OF Charlie Fisher \$ 60.00
Sixty and no/100 DOLLARS

MEMO Poster Distr.

⑆091408734⑆ ⑆177⑆ 770⑆ 1969

LOUISVILLE CULTURAL COUNCIL 78-873 570 1970
 P.O. BOX 895
 LOUISVILLE, CO 80027-0895

DATE 6/6/16

PAY TO THE ORDER OF Charlie Fisher \$ 75.00
Seventy-Five and no/100 DOLLARS

MEMO Poster Distrib

⑆091408734⑆ ⑆177⑆ 770⑆ 1970

Check 1969 Date: 06/01 Amount: \$60.00

Check 1970 Date: 06/17 Amount: \$75.00

LOUISVILLE CULTURAL COUNCIL 78-873 570 1971
 P.O. BOX 895
 LOUISVILLE, CO 80027-0895

DATE 6/18/16

PAY TO THE ORDER OF SHEL \$ 850.00
Eight Hundred Fifty and no/100 DOLLARS

MEMO 50% Dep. - Perf July 7

⑆091408734⑆ ⑆177⑆ 770⑆ 1971

LOUISVILLE CULTURAL COUNCIL 78-873 570 1972
 P.O. BOX 895
 LOUISVILLE, CO 80027-0895

DATE 6/23/16

PAY TO THE ORDER OF MSR Entertainment DBA FACE Vocal Band \$ 1,650.00
One Thousand Six Hundred Fifty and no/100 DOLLARS

MEMO Summer Concerts

⑆091408734⑆ ⑆177⑆ 770⑆ 1972

Check 1971 Date: 06/24 Amount: \$850.00

Check 1972 Date: 06/27 Amount: \$1,650.00

LOUISVILLE CULTURAL COUNCIL 78-873 570 1973
 P.O. BOX 895
 LOUISVILLE, CO 80027-0895

DATE 6/23/16

PAY TO THE ORDER OF Ethan Alpert \$ 200.00
Two Hundred and no/100 DOLLARS

MEMO FACE

⑆091408734⑆ ⑆177⑆ 770⑆ 1973

LOUISVILLE CULTURAL COUNCIL 78-873 570 1974
 P.O. BOX 895
 LOUISVILLE, CO 80027-0895

DATE 6/26/16

PAY TO THE ORDER OF Nancy Rynes \$ 200.00
Two Hundred and no/100 DOLLARS

MEMO Lecture

⑆091408734⑆ ⑆177⑆ 770⑆ 1974

Check 1973 Date: 06/27 Amount: \$200.00

Check 1974 Date: 06/28 Amount: \$200.00

9:47 AM

08/09/16

Louisville Cultural Council
Reconciliation Detail
Checking - Great Western Bank, Period Ending 06/30/2016

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						10,667.57
Cleared Transactions						
Checks and Payments - 7 items						
Check	5/25/2016	1969	Charlie Fisher	X	-60.00	-60.00
Check	6/6/2016	1972	MSR Entertainment ...	X	-1,650.00	-1,710.00
Check	6/6/2016	1971	SHEL	X	-850.00	-2,560.00
Check	6/6/2016	1974	Nancy Rymes	X	-200.00	-2,760.00
Check	6/6/2016	1973	Ethan Alpert	X	-200.00	-2,960.00
Check	6/6/2016	1970	Charlie Fisher	X	-75.00	-3,035.00
Check	6/6/2016	Debit	Albertsons	X	-6.72	-3,041.72
Total Checks and Payments					-3,041.72	-3,041.72
Deposits and Credits - 3 items						
Deposit	6/30/2016			X	0.09	0.09
Deposit	6/30/2016			X	134.00	134.09
Deposit	6/30/2016			X	1,150.41	1,284.50
Total Deposits and Credits					1,284.50	1,284.50
Total Cleared Transactions					-1,757.22	-1,757.22
Cleared Balance					-1,757.22	8,910.35
Uncleared Transactions						
Checks and Payments - 1 item						
Check	3/30/2016	2036	Dona Laurita		-500.00	-500.00
Total Checks and Payments					-500.00	-500.00
Total Uncleared Transactions					-500.00	-500.00
Register Balance as of 06/30/2016					-2,257.22	8,410.35
Ending Balance					-2,257.22	8,410.35

Louisville Main Branch
 801 Main St Ste 130
 Louisville, CO 80027

(303)664-0444

Date 6/30/16
 Primary Account
 Enclosures

45045
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 1474830

Louisville Cultural Council
 PO Box 895
 Louisville CO 80027-0895

SAVINGS ACCOUNTS

High Yield Savings					0
Account Number	1474830	Statement Dates	4/01/16 thru	6/30/16	
Previous Balance	21,392.42	Days This Statement Period			91
Deposits/Credits	.00	Average Ledger		21,392.42	
Withdrawal/Debit	.00	Average Collected		21,392.42	
Service Charge	.00	Interest Earned		2.66	
Interest Paid	2.66	Annual Percentage Yield Earned		0.05%	
Ending Balance	21,395.08	2016 Interest Paid		5.32	

DEPOSITS AND OTHER CREDITS

Date	Description	Amount
6/30	INTEREST DEPOSIT	2.66

DAILY BALANCE INFORMATION

Date	Balance	Date	Balance
4/01	21,392.42	6/30	21,395.08

9:26 AM

08/09/16

Louisville Cultural Council
Reconciliation Detail
Savings - Great Western Bank, Period Ending 06/30/2016

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						21,392.42
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	4/30/2016			X	2.66	2.66
Total Deposits and Credits					2.66	2.66
Total Cleared Transactions					2.66	2.66
Cleared Balance					2.66	21,395.08
Register Balance as of 06/30/2016					2.66	21,395.08
Ending Balance					2.66	21,395.08

Louisville Main Branch
 801 Main St Ste 130
 Louisville, CO 80027

(303)664-0444

 Date 7/29/16
 Primary Account
 Enclosures

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 Louisville Cultural Council
 PO Box 895
 Louisville CO 80027-0895

CHECKING ACCOUNTS

Community Checking Account Number	177770	Number of Enclosures	12
Previous Balance	8,910.35	Statement Dates	7/01/16 thru 7/31/16
4 Deposits/Credits	1,521.15	Days This Statement Period	31
12 Checks/Debits	5,177.11	Average Ledger	7,248.43
Service Charge	.00	Average Collected	7,248.43
Interest Paid	.06	Interest Earned	.06
Current Balance	5,254.45	Annual Percentage Yield Earned	0.01%
		2016 Interest Paid	.73

DEPOSITS AND OTHER CREDITS

Date	Description	Amount
7/08	REGULAR DEPOSIT	350.00 DP
7/08	REGULAR DEPOSIT	370.15 DP
7/15	REGULAR DEPOSIT	369.00 DP
7/22	REGULAR DEPOSIT	432.00 DP
7/31	INTEREST DEPOSIT	.06

CHECKS AND WITHDRAWALS

Date	Description	Amount
7/01	DBT CRD 1100 07/01/16 00001676 ALBERTSONS ST00002 LOUISVILLE CO *6346	6.08-
7/08	DBT CRD 1111 07/08/16 00001337 ALBERTSONS ST00002 LOUISVILLE CO *6346	6.72-
7/15	DBT CRD 1332 07/15/16 00001798 ALBERTSONS ST00002 LOUISVILLE CO *6346	7.59-
7/22	DBT CRD 1120 07/22/16 00001203 ALBERTSONS ST00002 LOUISVILLE CO *6346	6.72-

CHECKS CHECKS CHECKS

Date	Serial No	Amount	Date	Serial No	Amount	Date	Serial No	Amount
7/05	1975	800.00	7/11	1978	200.00	7/25	1981	1,200.00
7/07	1976	200.00	7/18	1979	1,500.00	7/25	1982	200.00
7/15	1977	850.00	7/18	1980	200.00			

* Denotes missing check numbers

DAI LY BALANCE INFORMATION

Date	Balance	Date	Balance	Date	Balance
7/01	8,904.27	7/11	8,417.70	7/25	5,254.39
7/05	8,104.27	7/15	7,929.11	7/31	5,254.45
7/07	7,904.27	7/18	6,229.11		
7/08	8,617.70	7/22	6,654.39		

Great Western Bank DEPOSIT TICKET
 NAME Louisville Cultural Council
 DATE 7/8/16
 DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

SIGN HERE FOR CASH RECEIVED (IF REQUIRED):
 SHELL
 ACCOUNT NUMBER

177770
 :091408734:

CASH
 78-873 999 914
 370.15
 SUB TOTAL 370.15
 LESS CASH RECEIVED
 \$ 370.15
 09

REGULAR DEPOSIT Date: 07/08 Amount: \$370.15

Great Western Bank DEPOSIT TICKET
 NAME Louisville Cultural Council
 DATE 7/15/16
 DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

SIGN HERE FOR CASH RECEIVED (IF REQUIRED):
 Los Boho
 ACCOUNT NUMBER

177770
 :091408734:

CASH
 78-873 999 914
 369.00
 SUB TOTAL
 LESS CASH RECEIVED
 \$ 369.00
 09

REGULAR DEPOSIT Date: 07/15 Amount: \$369.00

Great Western Bank DEPOSIT TICKET
 NAME Louisville Cultural Council
 DATE 7/8/16
 DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

SIGN HERE FOR CASH RECEIVED (IF REQUIRED):
 BMB
 ACCOUNT NUMBER

177770
 :091408734:

CASH
 78-873 999 914
 350.00
 SUB TOTAL
 LESS CASH RECEIVED
 \$ 350.00
 09

REGULAR DEPOSIT Date: 07/08 Amount: \$350.00

Great Western Bank DEPOSIT TICKET
 NAME Louisville Cultural Council
 DATE 7/22/16
 DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

SIGN HERE FOR CASH RECEIVED (IF REQUIRED):

177770
 :091408734:

CASH
 78-873 999 914
 432.00
 SUB TOTAL
 LESS CASH RECEIVED
 \$ 432.00
 09

REGULAR DEPOSIT Date: 07/22 Amount: \$432.00

LOUISVILLE CULTURAL COUNCIL
 P.O. BOX 895
 LOUISVILLE, CO 80027-0895
 DATE 6/30/16 1975

PAY TO THE ORDER OF Jerry Mills \$ 800.00
Eight Hundred and no/100 DOLLARS

MEMO Summer Concerts
 :091408734: :177770: 1975

Check 1975 Date: 07/05 Amount: \$800.00

LOUISVILLE CULTURAL COUNCIL
 P.O. BOX 895
 LOUISVILLE, CO 80027-0895
 DATE 6/30/16 1976

PAY TO THE ORDER OF Ethan Alpert \$ 200.00
Two Hundred and no/100 DOLLARS

MEMO Blue Moon
 :091408734: :177770: 1976

Check 1976 Date: 07/07 Amount: \$200.00

LOUISVILLE CULTURAL COUNCIL
 P.O. BOX 895
 LOUISVILLE, CO 80027-0895
 DATE 7/7/16 1977

PAY TO THE ORDER OF SHELL \$ 850.00
Eight Hundred Fifty and no/100 DOLLARS

MEMO Summer Concerts
 :091408734: :177770: 1977

Check 1977 Date: 07/15 Amount: \$850.00

LOUISVILLE CULTURAL COUNCIL
 P.O. BOX 895
 LOUISVILLE, CO 80027-0895
 DATE 7/7/16 1978

PAY TO THE ORDER OF Ethan Alpert \$ 200.00
Two Hundred and no/100 DOLLARS

MEMO SHELL
 :091408734: :177770: 1978

Check 1978 Date: 07/11 Amount: \$200.00

LOUISVILLE CULTURAL COUNCIL
 P.O. BOX 895
 LOUISVILLE, CO 80027-0895
 DATE 7/14/16 1979

PAY TO THE ORDER OF Mark Diamond \$ 1500.00
One Thousand Five Hundred and no/100 DOLLARS

MEMO Summer-Los Boho
 :091408734: :177770: 1979

Check 1979 Date: 07/18 Amount: \$1,500.00

LOUISVILLE CULTURAL COUNCIL
 P.O. BOX 895
 LOUISVILLE, CO 80027-0895
 DATE 7/14/16 1980

PAY TO THE ORDER OF Ethan Alpert \$ 200.00
Two Hundred and no/100 DOLLARS

MEMO Los Boho
 :091408734: :177770: 1980

Check 1980 Date: 07/18 Amount: \$200.00

LOUISVILLE CULTURAL COUNCIL
 P.O. BOX 895
 LOUISVILLE, CO 80027-0895

78-872
 914 570 1981

DATE 7/21/86

PAY TO THE ORDER OF Jeff LaGuatra \$ 1200.00

One Thousand and no/100 DOLLARS

MEMO Summer Concerts

Signature: James Anderson

:091408734: 1177 770 1981

Check 1981 Date: 07/25 Amount: \$1,200.00

LOUISVILLE CULTURAL COUNCIL
 P.O. BOX 895
 LOUISVILLE, CO 80027-0895

78-872
 914 570 1982

DATE 7/21/86

PAY TO THE ORDER OF Ethan Albert \$ 200.00

Two Hundred and no/100 DOLLARS

MEMO Mr. May

Signature: James Anderson

:091408734: 1177 770 1982

Check 1982 Date: 07/25 Amount: \$200.00

10:07 AM

08/09/16

Louisville Cultural Council
Reconciliation Detail
Checking - Great Western Bank, Period Ending 07/31/2016

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						8,910.35
Cleared Transactions						
Checks and Payments - 12 items						
Check	6/30/2016	1975	Jerry Mills	X	-800.00	-800.00
Check	6/30/2016	1976	Ethan Alpert	X	-200.00	-1,000.00
Check	7/1/2016	DEBIT	Albertsons	X	-6.08	-1,006.08
Check	7/7/2016	1977	SHEL	X	-850.00	-1,856.08
Check	7/7/2016	1978	Ethan Alpert	X	-200.00	-2,056.08
Check	7/8/2016	DEBIT	Albertsons	X	-6.72	-2,062.80
Check	7/14/2016	1979	Mark Diamond	X	-1,500.00	-3,562.80
Check	7/14/2016	1980	Ethan Alpert	X	-200.00	-3,762.80
Check	7/15/2016	DEBIT	Albertsons	X	-7.59	-3,770.39
Check	7/21/2016	1981	Jeff LaQuatra	X	-1,200.00	-4,970.39
Check	7/21/2016	1982	Ethan Alpert	X	-200.00	-5,170.39
Check	7/22/2016	DEBIT	Albertsons	X	-6.72	-5,177.11
Total Checks and Payments					-5,177.11	-5,177.11
Deposits and Credits - 5 items						
Deposit	7/8/2016			X	350.00	350.00
Deposit	7/8/2016			X	370.15	720.15
Deposit	7/15/2016			X	369.00	1,089.15
Deposit	7/22/2016			X	432.00	1,521.15
Deposit	7/31/2016			X	0.06	1,521.21
Total Deposits and Credits					1,521.21	1,521.21
Total Cleared Transactions					-3,655.90	-3,655.90
Cleared Balance					-3,655.90	5,254.45
Uncleared Transactions						
Checks and Payments - 1 item						
Check	3/30/2016	2036	Dona Laurita		-500.00	-500.00
Total Checks and Payments					-500.00	-500.00
Total Uncleared Transactions					-500.00	-500.00
Register Balance as of 07/31/2016					-4,155.90	4,754.45
Ending Balance					-4,155.90	4,754.45

2016 Summer Concert Participant Survey Results Overview

Surveys Received

Surveys returned	Total	FACE	Blue Moon	SHEL	Los Bohemios	Mr. Majestyk
	126	65	3	42	0	16
	100	52%	2%	33%	0%	13%

Note: Half of these results are from the FACE Concert. Another third are from the SHEL concert.

How They Heard About It

How They Heard	Newspaper Ad	LCC Email blast	Friend/Word of Mouth	City Website	Facebook	Other
	22	8	63	27	19	15
	14%	5%	41%	18%	12%	10%

Food Trucks

Food Trucks	Enjoy Food Trucks?	Ate There at least once	Never ate there
	Yes No	50	28
	105 9	64%	36%
	92% 8%		

Where They Came From (83 responses)

All	Louisville	Lafayette	Boulder	Other
	53%			
	53	8	11	11
	64%	10%	13%	13%

What They Like (224 coments)

Top 4	Open space/park/venue	Friendly, casual atmosphere	Good Music	Free family community fun
	46	46	37	31
	21%	21%	17%	14%

How Their Experience Could Be Improved (84 comments)

Top 2	More Food Truck Options, including vegetarian (4) and adding ice cream (6)	Make it Louder, hard to hear band (face), hard to hear vocals(SHEL)
	27	12
	32%	14%

Types of Music They Would Like Us to Book (132 comments)

Top 3	Bluegrass	Classic rock//new rock	Loved choices so far
	15	12	9
	11%	9%	7%

	FACE 6/23	Blue Moon 6/30	SHEL 7/7	Los Bohemios 7/14	Mr Majestyk 7/21
# Surveys returned	65	3	42	0	16
# attended	65, 1, 15, 7 =88 total	3, 9, 5 =17	1, 37, 6 =44	1, 8 =9	1, 1, 16 =18
Approximate attendance	3000	800	800	700	700
Donation \$ amount	\$790				

How did you hear about the Summer Concert Series?

Newspaper Ad	LCC Email blast	Friend/Word of Mouth	City Website	Facebook	Other
9, 1, 12 =22	4, 4 =8	33, 20, 10 =63	11, 1, 8, 7 =27	15, 1, 3 =19	Flyer in city utility bill 3 Live here 2, 1 Poster 2 * Town email 1 Spotlight 1 Magazine 1 Other 3, 2 =15

*mentioned Eyeworks flyer/poster

How you would you rate the overall concert(s)? (1-10)

	4	5	6	7	8	9	10	>10
FACE		1	1	3	10	7	35	2
Blue Moon				1			2	
SHEL	1	1	1	3	2	6	16	
Los Bohemios								
Mr. Majestyk					2		12	

Enjoy having food truck option? How Often did you eat from them?

Yes	No		All the time	zero/never	1	2	3	4
58,3,28,16 =105	6,3 =9		1,2,3 =6	10,3,11,4 =28	18,4,4 =26	10,3,3 =16	1,1 =2	

*line was too long, did not eat (face) 3,1

Zip Code

	# per concert	#Total
80027	33,13,6	53
80026	4,2,2	8
none	2	2
80305	1,2	3
80023	1	1
80021	1	1
80303	3	3
80020	1,1,1	3
80516	1	1
80301	2,2	4
80212	1	1
80503	1	1
80005	1	1
80302	1	1

What are some things you really liked about the summer concert series?

	# per concert	# TOTAL
<u>Free</u> family and community fun	21,6,4	31
Good music	21,13,3	37
Massage	1	1
Food	1,1,4	6
Vibrancy	1	1
Hometown festive feel	1,2,1	4
Wonderful atmosphere	11,2	13
Not crowded	3 (face),1,2	6
Open space/park/venue	20,19,7	46
Tradition	1	1
casual/relax	4,1,8,1	14
Kids dancing up front(children running and dancing joyously)	1,5	6
Great for kids/family friendly	3,1,5,4	13
Easy to get to (walk from our house)(good parking options)	1,2	3
Meet friends	2,5,1	8
time	2,1	3
Picnic (*one person said allowed to bring cocktails)	2,1,2,4	9
Upbeat attitude	1	1
everything	1,1	2
Great gathering for locals	1,1	2
Acoustics are good for outdoors (FACE)	1	1
variety	1,1	2
small/size	3,1	4
Allows dogs and beverages	3,1	4
Cool in the grass. Shade	1	1
friendly	1,1	2

Not too loud	1	1
weather	1	1
Places to sit	1	1

Style of music or bands you'd like the LCC to book more of?

	# per concert	# TOTAL
Classic rock//new rock	6,2,3//1,	12
FACE//acapella	4///2	6
Loved choices so far	2,4,3	9
80's	2,1	3
90s	1	1
reggae	1,1,1,1	4
blues	2,1	3
jazz	3	3
Indie Rock	1	1
Fun stuff to dance to	1	1
60's	2,1,1,2	6
70's	2,1,2	5
bluegrass	8,5,2	15
folk	6,2,1	9
Americana	1	1
Singer songwriter	1	1
Irish	1,1	2
Country crossover	1	1
country	4,3,2	9
Acoustic guitar/violin	2/1	3

motown	1,1	2
More like SHEL!	2,1	3
Chill	1	1
Alternative	1	1
Rock	1	1
Low Flying Knobs Marimba band	5	5
Recorders (baroque)	2	2
Timberline jimsalestrom.com lives in Arvada, played with Dolly Parton for years	1	1
Salsa	1	1
pop	1	1
classical	1	1
Latin beat	1	1
JOhnnny O	1	1
Funkiflknow (I think she meant funkiphino)	1	1
instrumental/orchestra	1	1
These BEST cover bands: Citizen Dan, Message in a Bottle, Soul Sacrifice	1	1
Global Soul, Citizen Dan, Fab4, Paul Glover entertainment group	1	1
Similar to Tori Amos, Patty Grissie	1	1
Findners + Youngbird bluegrass- Ft. Collins	1	1
Magic music	2	2
Jello Biafra & the Missionaries of Guantanamo	1	1
Rebecca Folsom, Cort McCumber, Megan Burt, Goonies	1	1
<u>Loose Canon</u> Dave 610-513-1720	1	1

Baker's Field Charter	1	1
Rolling Stones	1	1
LOCAL!	1	1

Anything we can do to improve your concert going experience? Please indicate.

yes	no	maybe
32, 1, 25, 3 =61	15, 2, 24, 8 =49	1, 1, 2 =4

	#per concert	#Total
Rope off a blanket area in front	3	3
Play longer (until 9 pm)	3, 3	6
More food/foodtruck options/diversity	12, 4, 1	17
Zero Waste everywhere	1	1
Maybe retail vendor booths	1	1
Louder, hard to hear band (face), hard to hear vocals(SHEL)	7, 5	12
More information on whether you can bring dogs or alcohol	1	1
Post on FB which food trucks will be onsite	1	1
More veg food truck options	2, 1, 1	4
More beverage vendors (beer/wine, beer tent)	1 (3, 4),	8
SWEET COW	1, 3	4
Comida (wanted at FACE)	1	1
Raise the stage a couple of feet	1, 1	2
Keep kids away from the stage	1	1
Need more bathrooms (face)	2	2
Remind me to bring bug spray	1	1

Food trucks should be local	1	1
More concerts! Seemed like a short season	3	3
We miss Glacier Ice Cream cart!	2	2
More upbeat music (SHeL)	2	2
Stop kids from running	1	1
Shade for the band	1	1
Less talking during break	1	1
Mosquito control	1	1
Get some local oldies rock/not bluegrass/jazz <u>Loose Canon</u> Dave 610-513-1720	1	1
Might be nice to have them start earlier	1	1
Maybe pick me up and drive me (JK)	1	1
Perfect as is	1	1

Emails:

Deleted for privacy issues

Cultural Council

Meeting Minutes

28 August 2016
Sweet Spot Café
Coal Creek Golf Course
585 Dillon Road
8:30 am

- I. **Call to Order** – Committee Chairperson Blake Welch called the meeting to order.

- II. **Roll Call:**
Members Present: Blake Welch, Debbie Davis, Paul Ewing, Lawrence Anderson, Angie Layton, Jennifer Strand
Members Absent: Gina Barton
Staff Members Present: Suzanne Janssen.

- III. **Current Marketing Needs**
 - a. Branding Efforts Updates
 - i. We are on track with our goals for branding:
 1. Public Perception. Verbal feedback indicates that the public carries a positive perception of our summer concert series. Per last month’s discussion, this is the most important element of any branding effort.
 2. Hats. Everyone on the LCC is positive about the LCC hats. After discussion there was consensus that their limited number and high per-unit cost (about \$13 a piece for any future order) makes us want to use them to identify members of the LCC at events, but not to give away or sell.
 3. Stickers are on their way.
 - b. Summer Concert Series Marketing Wrap-up/Update
 - i. After discussion about the marketing side of our summer concert series, we agreed on the following:
 - a. Attendance was good.
 - b. Donation collection was good.
 - c. The coupon from The Sweet Spot helped us collect survey responses. So far 6 of those coupons have been redeemed.
 - d. We need to compile the results of our surveys.

City of Louisville

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

- e. The addition of the tall blue banners helped participants identify our tent
 - f. Lawrence did an excellent job as the Master of Ceremonies. Content, tone, length, and attitude were all good. He mentioned the LCC, the city of Louisville, and SCFD in the right amounts, and announced why we were out collecting donations.
 - g. Regarding our ads place with the Camera in both print and on-line, next time we will leave off the year and emphasize THURSDAY for ease of understanding.
 - h. We missed getting in the Camera's Friday Magazine article about summer concerts, and next year will find out earlier what deadline we need to meet in order to be in it.
 - i. For posters, handbills, and all advertising, a photo of the band is not necessary, but listing type of music is, i.e., "Cuban Salsa".
 - j. Poster distribution was timely and well placed.
 - k. Consider some way to remind the public about the concert on the day of the event. Yard signs were discussed. Later in the meeting Instagram was also suggested for this.
 - l. We decided not to recommend producing any more LCC t-shirts once the current batch is gone.
- c. Fall Programs/Social Media (Twitter)
- i. We will place ads in the print and on-line version of The Camera as we did for the Summer Concert Series. (In the prior meeting, Gina said that she would deal with the Camera and do the placement. Blake said he would design the ads.)
 - ii. We agreed to add Arts Grants recipients who have Fall performances in the Arts Center to our ad/roster/handbill. We will not make posters for them.
 - iii. We received a suggestion to announce performances on the day of/day before a performance via Twitter to help people remember to attend. The city has a Twitter account (Arts4Lsvl). After discussion, Blake recommended that we use Instagram instead because it is visual, more widely used, has less ads, and is generally less cluttered than Twitter. We agreed to try it.
 - iv. We have too many Facebook pages out there. We agreed to shut them all and start up a new page.

- v. Blake may not have all the information and images he needs for the Fall programs. Understanding where to find the start times was unclear for some. Suzanne said that they were all on the Google calendar.

IV. Actions assigned:

- a. Jennifer: review the Fall programs and images needed for Blake.
- b. Jennifer: close all the LCC Facebook accounts.
- c. Jennifer: create a new LCC Facebook page.
- d. Jennifer: deliver the surveys to Debbie.
- e. Debbie: compile the survey results and send to Jennifer for inclusion in the August meeting packet.
- f. Debbie: continue to post LCC events on the “oh oh two seven.”
- g. Lawrence: coordinate with Jennifer and Paul to meet at Community Park and take LCC items out of the closet.
- h. Suzanne: coordinate with the Parks Dept. to remove the rest of the items from the closet.
- i. Suzanne: (re)share the Google calendar link and process with the LCC.
- j. Blake: create the Fall Program ad for The Camera.
- k. Blake: create a Fall Program roster/handbill.
- l. Blake: create Fall Program posters.
- m. Blake: create an LCC Instagram account. (We can discuss what to do with it at the next Marketing Committee meeting.)
- n. Gina: place LCC ad in The Camera.