

Cultural Council Meeting Agenda

**Thursday, September 15, 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 Today’s Agenda | |
| V. | Correction and/or Approval of August 18 Meeting Minutes | |
| VI. | Public Comments: Items Not on the Agenda | |
| VII. | Treasurer’s Report (Lawrence) | 10 min |
| VIII. | City Council Update (Chris) | 5 min |
| IX. | Indoor Programming (Blake) | 40 min |
| | a. 9-17 Alfredo Muro (Steve/Denice) | |
| | b. 9-18 Motus, Do You Know Who I Am (Grant) (Suzanne) | |
| | c. 9-25 Vocal Jazz (Grant) (Suzanne) | |
| | d. 9-29 TH Stories on Stage | |
| | e. 10-1 Dusinberre lecture (Jennifer) | |
| | f. 10-7 Friday Night Live with Scott Martin (Gina) | |
| | g. 10-8 Old Town Cinema: “Hook” and Scavenger Hunt (Art Grant) | |
| | h. 10-9 Rachel Weaver, Author | |
| | i. 10-16 Altius (Jennifer) | |
| | j. 10-21 Friday Night Live with MaruLynn Gillaspie (Liz?) | |
| | k. 11-16 One Action Lecture by Bridget Bacon on the French in Louisville (Tammy) | |
| | l. 11-19 Silent Movie with Rodney Sauer (Tammy) | |
| | m. No specific date: schedule first new piano tuning and dolly placement (Suzanne) | |
| X. | Marketing: Print ads for Fall Program? (Blake/Lawrence) | 5 min |
| XI. | Music programming committee for 2017: set a time to meet (Liz) | 5 min |
| XII. | Lecture programming committee for 2017: set a time to meet (Deb) | 5 min |
| XIII. | Movie programming committee for 2017: set a time to meet (Tammy) | 5 min |
| XIV. | Public Art Committee Formation and set first meeting (2-4 members) | 5 min |
| XIV. | Adjourn | |

Attachments:

August LCC Meeting Minutes; September 2016 Financials

City of Louisville

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

Cultural Council

Meeting Minutes

18 August 2016
City Hall, Spruce Room
749 Main Street
6:30pm

Call to Order – Chairperson Jennifer Strand called the meeting to order at 6:32pm.

Roll Call was taken and the following members were present:

Board Members Present: Lawrence Anderson, Gina Barton, Debbie Davies, Paul Ewing, Angie Layton (Acting Secretary), Liz Rowland, Steve Spencer, Jennifer Strand, Blake Welch

Board Members Absent: Tammy Pelnick

Staff Members Present: Suzanne Janssen

City Council Liaison: None

Public attendees:

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

Approval of Meeting Minutes – The minutes from the 16 June 2016 meeting were approved as written.

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

Public Comments – there were no public comments.

Treasurer’s Report. Lawrence reported that based on budget to actual for 2016, we are doing very well. We raised \$2332 during the summer concerts putting us ahead of the \$1900 budgeted. Concession contributions have been better as well. Regarding our reserve: We currently have total assets of \$36,000. Of that, the Treasurer understood that \$8831 had been set aside for use for

Public Art only. Discussion with past LCC Chair and Treasurer indicated that they had a number of \$16,000 in mind for public art support. Our current reserve will support allocating that money for Public Art.

Old Business –

Coal Creek Theater fundraising opportunity – Will be pushed into next year

The piano – A new piano has been donated. Pianists Rodney Sauer and Chris Allen Martin both inspected it and agreed that it is much nicer than the one we have now. The LCC will now move it, tune it twice as recommended, and secure it. This is a very nice upgrade for us and it resolves a problem that we did not have the money to do on our own this year. The donation was fortuitous and very welcome. We thank Louisville's Citizen Terwilliger.

Nancy Rymes, Author lecture. This was very well attended. Nancy hung her art as part of her presentation and sold 2 pieces. The LCC did not think to charge a commission, but may reconsider for the future.

Arts Grant Awardee Sans Souci Festival of Dance Cinema had its performance in June. The program went off without a hitch, but drew only 12 people.

Puppet Theater – this program used an available slot at the Arts Center and was not hosted by the LCC. It drew 12 people.

Partnership with a local winery – no action occurred on this item and it was tabled for a future meeting.

Staff Report/Cultural Arts Master Plan

Regarding CAMP, after Labor Day, Suzanne will send out an email and ask who would like to be involved in putting the final touches on this plan. We need a draft for our October LCC meeting so that it can be ready for our November Study Session.

Labor Day celebrations are on track. Senior Dinner is Friday night 3:45 until 7:30. Pet Parade 7:45 until 9:45 Monday morning, Parade Marshalls and 7:45 to 12:30. Anyone who would like to help out should let Suzanne know.

On Sept. 9 at 6 p.m. the Louisville Art District will dedicate the second mural, the one on the side of Henry's. The LCC is encouraged to attend the dedication and the reception at Dona Laurita's gallery.

The piano that was in the Art Center is an LCC asset, which means that we can find a new owner for it and no paperwork is involved. The city asks

that the process be open, with a wide reach, and no preference or bias shown. Listing on Craigslist fits. Jennifer said that she would take the action to find the piano a new home.

Chris Leh provided an update from City Council. Just finished a citywide survey and tallying responses. Steady at around 37-38% of folks surveyed had attended a function at the Art Center. Street paving had a high importance (89%) and maintaining city attractiveness was important (51%). (July 12 packet has the survey). Aug 9 has the special meeting packet. Chris recommended that we keep an eye on the budget, and encourage folks who have specific concerns to come to council and voice their opinions. FACE will headline a fundraiser for Heat Relief 1-14-2017 at Louisville Middle School. As an aside, Chris recommenced Tapestry theater's current performance.

Marketing Update – The last marketing meeting had nearly the entire LCC in attendance. Branding efforts will continue. Attendance at the summer concerts suggests that marketing efforts were successful. We are now ramping up for Fall series marketing. We will include art grants awardees in our overall communication efforts. Chip Ross's Vocal Jazz program fits thematically with three jazz concerts that the LCC is hosting and will be included on the jazz poster. Other poster creation is on track. Events may be packaged together in posters, so there may not be individual posters for every event.

Summer Concert Debrief – Set up/Execution – liked how we collected money (buckets and working together). Clearly designating sections for each collector would be helpful for increasing coverage. Some survey comments asked for enhanced sound, particularly on the sides and in the back. This would be expensive to address and could be addressed by concert goers moving forward and in toward the center. Ethan's sound mixing and equipment enhanced the sound. FACE drew a crowd larger than the bathrooms in the park could accommodate. We guessed on attendance for SHEL and ordered 4 portable bathrooms at \$250 each, which turned out not to have been needed. \$1,000 spent like this is a lot for our budget and negative to our intent to spend money on artists. Handicapped parking went well. Paul fine-tuned system and signage after the first concert and received positive comments from handicapped participants. The FACE concert generated illegal parking that got the police involved, but no subsequent concerts had these problems. To assist hauling from closet to set-up area, we will request next year that the city lend us a dolly. Several members mentioned the difficulty of struggling to put up the tents. We may need 10 chairs for our set up. Marketing was effective based on attendance, but newspaper ads cost more than anticipated and along with costs of portable toilets, may affect our ability to

run ads for Fall Series advertising. Several people suggested that the LCC buy a new banner to hang on the front of the tent for better identification. Everyone liked the big blue banners that Suzanne bought for us. There was positive feedback regarding choice of bands. Participant surveys supported this as well. Suggestions for next year include a swing band and a Motown cover band. There is a big first aid kit in the closet and next year we could bring it to our tent rather than buying one; a couple of times band aids were needed. It was very nice to have the city Ranger available during the concerts. The food trucks went well. Surveys were positive about having them there. Some surveys suggested including vegetarian options. Debbie compiled participant survey results and did a good job.

Indoor Programs – Steve is on tap to head up the Alfredo Muro concert, but may be unable to attend due to surgery scheduled 2 days prior. His wife and former LCC member, Denice, is willing to step in on his behalf. The group agreed that this will work.

As an Arts Grant awardee, MOTUS theater’s program the following day does not need support from the LCC, but if someone would attend, it would be helpful. This goes for the Vocal Jazz program as well.

We also have the Stories on Stage coming up on 9/29.

Public Art Acquisition Process/Fall Retreat – Suggestion that we make a smaller subcommittee to work on guidelines for public art acquisition in Louisville and then get the guidelines approved by the whole group prior to presenting to City Council.

Chair made suggestion that we start filling next year’s programming schedule.

IV. Meeting adjourned at 8:30.

Louisville Cultural Council Treasurer's report as of August 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.

9:09 AM

09/08/16

Accrual Basis

Louisville Cultural Council
Balance Sheet
As of August 31, 2016

	<u>Aug 31, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
Cash in Box	200.00
Checking - Great Western Bank	4,629.49
Savings - Great Western Bank	21,395.08
Total Checking/Savings	<u>26,224.57</u>
Other Current Assets	
Future Grants	10,000.00
Total Other Current Assets	<u>10,000.00</u>
Total Current Assets	<u>36,224.57</u>
TOTAL ASSETS	<u>36,224.57</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	2,693.40
Total Equity	<u>36,224.57</u>
TOTAL LIABILITIES & EQUITY	<u>36,224.57</u>

9:10 AM

09/08/16

Accrual Basis

Louisville Cultural Council
Profit & Loss
January through August 2016

	<u>Jan - Aug 16</u>
Ordinary Income/Expense	
Income	
Direct Public Support	
Individual Contributions	2,623.56
Gifts In-Kind - Services	2,470.00
Total Direct Public Support	<u>5,093.56</u>
Government Grants	
City of Louisville-Additional	2,480.62
City of Louisville	10,000.00
SCFD	1,872.00
Total Government Grants	<u>14,352.62</u>
Program Income	
Ticket Sales	2,337.00
Concessions	570.00
Total Program Income	<u>2,907.00</u>
Investments	
Interest-Checking/Savings	6.09
Total Investments	<u>6.09</u>
Total Income	<u>22,359.27</u>
Gross Profit	22,359.27
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	1,222.04
Total Program Expense	<u>14,972.97</u>
Awards and Grants	
Cash Awards and Grants	2,600.00
Total Awards and Grants	<u>2,600.00</u>
Operations	
Advertising and Marketing	
Print/Display	812.50
Poster Distribution	345.00
Email Marketing	120.00
Total Advertising and Marketing	<u>1,277.50</u>

9:10 AM

09/08/16

Accrual Basis

Louisville Cultural Council
Profit & Loss
January through August 2016

	<u>Jan - Aug 16</u>
Licenses and Fees	41.00
Merchandise	464.75
Postage, Mailing Service	4.90
Supplies	<u>304.75</u>
Total Operations	<u>2,092.90</u>
Total Expense	<u>19,665.87</u>
Net Ordinary Income	<u>2,693.40</u>
Net Income	<u><u>2,693.40</u></u>

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

(303)664-0444

 Date 8/31/16
 Primary Account
 Enclosures

 1959
 Page 1
 177770
 1

 Louisville Cultural Council
 PO Box 895
 Louisville CO 80027-0895

CHECKING ACCOUNTS

Community Checking		Number of Enclosures	1
Account Number	177770	Statement Dates	8/01/16 thru 8/31/16
Previous Balance	5,254.45	Days This Statement Period	31
Deposits/Credits	.00	Average Ledger	5,185.90
1 Checks/Debits	125.00	Average Collected	5,185.90
Service Charge	.00	Interest Earned	.04
Interest Paid	.04	Annual Percentage Yield Earned	0.01%
Current Balance	5,129.49	2016 Interest Paid	.77

DEPOSITS AND OTHER CREDITS

Date	Description	Amount
8/31	INTEREST DEPOSIT	.04

CHECKS CHECKS CHECKS

Date	Serial No	Amount
8/15	2040	125.00

* Denotes missing check numbers

DAILY BALANCE INFORMATION

Date	Balance	Date	Balance	Date	Balance
8/01	5,254.45	8/15	5,129.45	8/31	5,129.49

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

78-873
914 570

2040

DATE Aug 11, 2016

PAY TO THE ORDER OF Pro's Piano Service \$ 125.00

One hundred twenty five and 00/100 DOLLARS

Great Western Bank

MEMO _____

⑆09⑆408734⑆ ⑆⑆77⑆⑆770⑆ 2040

Check 2040 Date: 08/15 Amount: \$125.00

Louisville Cultural Council
Reconciliation Detail
Checking - Great Western Bank, Period Ending 08/31/2016

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						5,254.45
Cleared Transactions						
Checks and Payments - 1 item						
Check	8/11/2016	2040	Bob's Piano Service	X	-125.00	-125.00
Total Checks and Payments					-125.00	-125.00
Deposits and Credits - 1 item						
Deposit	8/31/2016			X	0.04	0.04
Total Deposits and Credits					0.04	0.04
Total Cleared Transactions					-124.96	-124.96
Cleared Balance					-124.96	5,129.49
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 08/31/2016					-624.96	4,629.49
Ending Balance					-624.96	4,629.49