

Cultural Council Meeting Agenda

**Thursday, September 19th, 2019
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.	Public Comments: Items Not on the Agenda	
VI.	Correction and/or Approval of August Meeting Minutes	
VII.	Chair’s Report (Adam)	5 min
VIII.	Treasurer’s Report (Debbie)	5 min
IX.	Staff Report (Jordan)	5 min
	i. Open Government Training for Board members	
X.	2020 Budget Discussion	10 min
XI.	Public Art	15 min
	i. Next Sculpture installment (Kate)	
	ii. Subcommittee update and public art funding discussion (Mark)	
XII.	Art Grant Application Review	20 min
XIII.	2019 Programming	20 min
	a. Fall Programming	
	i. 9/8 – The World Next Door/Louisville World Culture Day (Various)	
	ii. 9/13 – Silent Film: The Doll plus Young Mr. Jazz (Debbie)	
	iii. 9/21 – Alfredo Muro (Sean)	
	iv. 9/22 – Polly McLean lecture (Robby)	
	v. 10/2 – Stories on Stage “The Last Cowboys” (Mark)	
	vi. 10/5 – Acoustic Eidolon (Adam)	
	vii. 10/16 – Fiske Planetarium Meteorites lecture (Robby)	
	viii. Review remainder of 2019 programming	
XIV.	2020 Programming	10 min
	a. New programming subcommittee formation	
	b. Review programming ideas	
XV.	Discuss needs for October/November agenda (Adam)	5 min
	i. Finalize Spring 2020 Programming in October	
	ii. Public Art Funding Recommendation to Council in Oct/Nov	
	iii. Initiate Summer Concert Programming in November	
	iv. Art Grant Application Published in November	
XVI.	Member activities or community culture events/news to share	5 min
XVII.	Adjourn	

Attachments:

August 2019 Minutes, Budget, Public Art subcommittee notes, Calendar, LCC Advance Agenda, Open Government

Cultural Council
Meeting Minutes
15 August 2019
Public Library, 951 Spruce St. Louisville, CO
First Floor Meeting Room
6:30pm

I. Call to Order

II. Roll Call – Members present: Kate Ward, Leah Franks, Adam Sloat, Sean Moynihan, Debbie Davies, Mike Crowe, Mark Cathcart, Robby Pitt, Kim Poletti

Members absent: Beth McLennan

City Representatives present: Jordan Gill, Jeff Lipton

III. Attendance and Volunteer Hours Log were circulated

IV. Approval of Today's Agenda: Mark moved to approve, Kate seconded, all approved

V. Public Comments, Items not on the agenda: none

VI. Correction and/or Approval of May Meeting Minutes: none

VII. Chair's Report (Adam): Kate volunteered to host Holiday Party. Will determine dates and times/details later

VIII. Treasurer's Report (Debbie): Reviewed summer concert costs for main acts, openers and food trucks, \$2471 collected in donations. Most of the budget left is for public art. Discussed need to have discussion re: how to spend rest of budget surplus

IX. City Council Report (Jeff): Next year, 2020, is a budget year. January budget should be finalized in October or November. The "leveling off" of sales tax will put more pressure on city expenses which will affect the budget. City Council is working on two development proposals:

a. Parcel O: development plan should be finalized soon

b. Conoco Phillips Site: plan to have anchor business with retail/hotel sites – Jeff encouraged LCC members to attend public meetings to give input to include arts facilities in new developments.

City Council is working on an Economic Development Strategy focusing on smaller scale & neighborhood-based businesses. Stressed importance of cultural activities outside of downtown Louisville district. Should take 6-8 months to develop.

X. Staff Report (Jordan): Jordan read an email regarding a party to honor volunteers serving on boards & commissions. LCC may want to discuss alcohol policy in Community Park for summer concerts and bring a proposal to City Council. This topic will be put on the agenda for future discussion.

XI. Public Art

i. Sculpture Garden unveiling review (Kate): About 50 people attended including community members and government employees. Overall it was successful & well-received. Discussed involving LAA and continue marketing for future unveilings.

ii. Next Sculpture installment (Kate): Volunteers have reached out to 6-8 artists for the final piece for the sculpture garden with a \$15,000 budget.

iii. Subcommittee update (Mark): Mark reports this is still coming together, but the subcommittee has planned for ten projects that will be split into groups of two. The subcommittee will compile a list of project descriptions and budgets. Jeff agreed that getting recommendations in for public art to the City Council in September is appropriate.

XII. 2019 Programming

a. Summer Concert Series review (Adam): Overall the community loves the summer concerts in Community Park. There was overwhelming positive feedback aside from two noise complaints, and one traffic complaint. It was suggested that we give bands cash instead of vouchers for meals. Kim suggested getting professional photos to use for promoting this event for the City of Louisville. Jeff suggested working on a policy for shade tents and umbrellas, and to work with the city to come up with a drop-off spot in the parking lot. Debbie brought up the possibility of finding sponsors for the summer concerts and what that might mean for the Street Faire sponsorships. Adam mentioned wanting to be involved in stage upgrades and to make sure there are ramps installed to bring in speakers and equipment from the parking lot. Jordan will ask about the process/status with stage upgrades.

b. Fall Programming:

i. 9/8 – The World Next Door/Louisville World Culture Day (Various): Subcommittee is finalizing details for event with \$4500-\$5000 budget. Adam reviewed the list of performers and schedule. Jordan and Leah secured three food truck commitments. Blake is commissioned to create a logo. Adam is working on zoning and porta-potties. Kim & Adam went to DBA meeting and discussed having DBA serve alcohol, but they declined. The DBA is lending us the lights and satellite speakers for the stage free of charge. One more subcommittee meeting will be scheduled to finalize set up & details.

Leads and volunteers were assigned for the rest of the fall 2019 events

ii. 9/13 – Silent Film: The Doll plus Young Mr. Jazz (Adam)

iii. 9/21 – Alfredo Muro (Mike)

iv. 9/22 – Polly McLean lecture (Robby)

v. 10/2 – Stories on Stage “The Last Cowboys” (Mark)

vi. 10/5 – Acoustic Eidolon (Adam)

vii. 10/16 – Fiske Planetarium Meteorites lecture (Robby)

viii. Review remainder of 2019 programming : Discussed plan to contact Dona

Laurita to reschedule her art grant exhibit since the gallery closed

XIII. Discuss needs for September agenda (Adam) : Discussed

i. Art Grant Application Review

ii. Initiate Spring 2020 Programming

iii. Public Art Funding Recommendation to Council

XIV: Member activities or community culture events/news to share: Jordan said city is looking for volunteers for the Labor Day parade

XV: Adjourn: Debbie motioned, Kate seconded, adjourn at 8:07pm

11:41 AM

09/09/19

Louisville Cultural Council
Reconciliation Detail
Checking II, Period Ending 08/31/2019

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						16,222.73
Cleared Transactions						
Checks and Payments - 2 items						
08/12/2019	3063	Boulder Acai	X	Summer Concert #3 band food	-25.04	-25.04
08/20/2019	3060	Julia Knearl	X	Summer Concert #4 opening act	-100.00	-125.04
Total Checks and Payments					-125.04	-125.04
Deposits and Credits - 1 item						
08/31/2019			X	Interest	0.14	0.14
Total Deposits and Credits					0.14	0.14
Total Cleared Transactions					-124.90	-124.90
Cleared Balance					-124.90	16,097.83
Register Balance as of 08/31/2019					-124.90	16,097.83
Ending Balance					-124.90	16,097.83

Louisville Cultural Council

Balance Sheet

09/09/19

As of August 31, 2019

Accrual Basis

	<u>Aug 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking II	16,097.83
Savings - Great Western Bank	8,423.51
Cash in Box	200.00
Total Checking/Savings	<u>24,721.34</u>
Other Current Assets	
Public Art Prepaid Expense	14,500.00
Total Other Current Assets	<u>14,500.00</u>
Total Current Assets	39,221.34
Fixed Assets	
Public Art on Display	476.24
Furniture and Equipment	800.00
Total Fixed Assets	<u>1,276.24</u>
TOTAL ASSETS	<u>40,497.58</u>
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	20,434.59
Unrestricted Net Assets	6,316.81
Net Income	13,746.18
Total Equity	<u>40,497.58</u>
TOTAL LIABILITIES & EQUITY	<u>40,497.58</u>

Louisville Cultural Council
Profit & Loss
 January through August 2019

	Jan - Aug 19
Ordinary Income/Expense	
Income	
Direct Public Support	
Individual Contributions	2,517.83
Total Direct Public Support	2,517.83
Government Grants	
City of Louisville	30,000.00
SCFD	2,073.60
Total Government Grants	32,073.60
Program Income	
Ticket Sales	4,684.08
Total Program Income	4,684.08
Investments	
Interest-Checking/Savings	3.12
Total Investments	3.12
Total Income	39,278.63
Gross Profit	39,278.63
Expense	
Program Expense	
Artist Fees	
Summer Concerts	9,450.00
Artist Fees - Other	4,882.00
Total Artist Fees	14,332.00
Technical Support	100.00
Artist Hospitality	710.72
Concessions Supplies	106.98
Total Program Expense	15,249.70
Awards and Grants	
Cash Awards and Grants	9,570.00
Total Awards and Grants	9,570.00
Operations	
Advertising and Marketing	434.99
Postage, Mailing Service	5.00
Supplies	22.76
Total Operations	462.75
Contract Services	
Accounting Fees	250.00
Total Contract Services	250.00
Total Expense	25,532.45
Net Ordinary Income	13,746.18
Net Income	13,746.18

Louisville Cultural Council
2019 Profit & Loss Budget vs. Actual
 January through August 2019

	Jan - Aug 19	Budget
Ordinary Income/Expense		
Income		
Direct Public Support		
Individual Contributions	2,517.83	3,000.00
Gifts In-Kind - Services	0.00	3,730.00
Total Direct Public Support	2,517.83	6,730.00
Government Grants		
City of Louisville	30,000.00	30,000.00
SCFD	2,073.60	2,074.00
Total Government Grants	32,073.60	32,074.00
Program Income		
Ticket Sales	4,684.08	7,000.00
Total Program Income	4,684.08	7,000.00
Investments		
Interest-Checking/Savings	3.12	10.00
Total Investments	3.12	10.00
Total Income	39,278.63	45,814.00
Gross Profit	39,278.63	45,814.00
Expense		
Program Expense		
Artist Fees		
Summer Concerts	9,450.00	10,000.00
Artist Fees - Other	4,882.00	7,030.00
Total Artist Fees	14,332.00	17,030.00
Technical Support	100.00	3,500.00
Instructor Fees		
Young Artist	0.00	300.00
Young Writers	0.00	400.00
Total Instructor Fees	0.00	700.00
Equipment	0.00	400.00
Artist Hospitality	710.72	750.00
Concessions Supplies	106.98	1,200.00
Public Art Accrual	0.00	5,000.00
Facility Rental	0.00	3,250.00
Total Program Expense	15,249.70	31,830.00
Awards and Grants		
Cash Awards and Grants	9,570.00	10,370.00
Total Awards and Grants	9,570.00	10,370.00
Operations		
Advertising and Marketing	434.99	1,500.00
Gifts	0.00	100.00
Licenses and Fees	0.00	50.00
Meals and Entertainment	0.00	164.00
Merchandise	0.00	500.00
Postage, Mailing Service	5.00	50.00
Supplies	22.76	250.00
Total Operations	462.75	2,614.00

11:42 AM

09/09/19

Accrual Basis

Louisville Cultural Council
2019 Profit & Loss Budget vs. Actual
January through August 2019

	<u>Jan - Aug 19</u>	<u>Budget</u>
Contract Services		
Accounting Fees	250.00	1,000.00
Total Contract Services	<u>250.00</u>	<u>1,000.00</u>
Total Expense	<u>25,532.45</u>	<u>45,814.00</u>
Net Ordinary Income	<u>13,746.18</u>	<u>0.00</u>
Net Income	<u>13,746.18</u>	<u>0.00</u>

LCC Public Art Subcommittee Minutes and Notes

Attendees: Mark Cathcart, Deborah Davies, Beth McLennan, Kim Poletti, Kate Ward

Location: Louisville Library Board Room, May 23, 2019 5pm.

Introduction: MC discussed the opportunity to review public art, opportunities for future public art, art funding with respect to putting forward to full City Council in November.

MC Reminded members of the meetings and open government transparency requirements. Proposed that project meetings consist of only two people to limit need to publish agenda, minutes, emails etc.

MC Also reminded people that public art would at least have to be reviewed against the adopted City of Louisville Public Art Policy. This would include public notice prior to installation.

Open discussion on the projects taken from the LCC Working discussion. Projects assigned based on participant willingness to work on them. Each project assigned a lead and backup to develop project description and related topics.

Set meeting follow-up date of July 17th, 2019 - Location Sweet Spot Cafe and the Louisville Golf Course.

Attendees: Mark Cathcart, Beth McLennan, Kim Poletti, Kate Ward

Location: Sweetspot Cafe, Louisville Golf Course, August 29th, 2019 8 a.m.

Minutes: MC distributed minutes from the 5/23 meeting and apologized /changes before for not having them available sooner. Please return any comments before full LCC Meeting on 9/19.

Bulk of the meeting spent reviewing Public Art project list, making updates and discussing projects. See attached list for post meeting status.

Set next meeting date, Wednesday September 25th, 8:15 a.m. - Location Sweet Spot Cafe at the Louisville Golf Course.

Meeting adjourned, 9:30 a.m.

ACTIVE PROJECTS:

Project: Complete Elements at Sculpture Park

Lead: Deborah Davis, Kate Ward

Description: Find, finance, install the final element stature (SKY) in the sculpture park

Status: Contacted many, reduced to two primary artists; budgeted \$15k for acquisition, will be installation and other incidental expenses. Acquisition fabrication 2019, installation in 2020.

Project: Chalk Board Messages

Lead: Kim Poletti, Beth McLennan

Description: Identify location/underpass suitable for installing large scale chalkboard with themed motivational quotes invite citizens to add theirs.

Status: Evaluating locations, KP to look at Rec Center and Arboretum.

Project: Sonic Highway - interactive art

Lead: Kim Poletti, Beth McLennan

Description: music/bluetooth driven lighted walkway; suitable for temporary installation circa 6-months; possible event for art in public spaces 2020 event.

Project: Paint city owned traffic signal boxes

Lead: Beth McLennan, Debbie Davis

Description: Commission artists \$300 per box to paint City owned utility boxes.

Status: No progress; MC to ask Jordan Gill (LCC Intern) to pull together number and address/map of city owned boxes.

Project: Welcome to Louisville Mural

Lead: Mark Cathcart, Beth McLennan

Description: Welcome/Greetings from Louisville mural on side of building; wall would be on a road passed on entry to downtown.

Status: History Museum north wall unlikely. No progress.

Project: Wind Sculptures

Lead: Kim Poletti, Debbie Davis

Description: (possibly site specific: Davidson Mesa) installation of art activated by wind.

Status: No Progress.

Project: Community Public Art

Lead: Kim Poletti, Kate Ward

Description (to be provided)

Status:

Project: Creative Area Downtown

Lead: Beth McLennan

Description (to be provided)

Status:

Project: Musical Art

Lead: Beth McLennan

Description (to be provided)

Status:

Project: Art map/flyer

Lead: Mark Cathcart

Description: Get a complete inventory of all art (private/public) visible in public spaces, create brochure/website

Status: Inventory of City Owned art received.

INACTIVE PROJECTS

Project: Rotating Statue In Neighborhoods

Lead: Mark Cathcart, Debbie Davis

Description: Evaluate location for rotating art program out in neighborhoods.

Description: Rotating art program

Description: Rotating artist program

Description: Kids Art Hunt

Description: Art tour - Walk with Mayor

Description: Art Identity - Louisville is know as the _____ Community

LCC Presents Calendar updated 8/8/19

DATE	Day	Time	Title	SERIES	LEAD	VOLUNTEER	VOLUNTEER2
9/8/2019	Sunday	4:00 PM	The World Next Door/World Culture Day Festival		Various		
9/13/2019	Friday	7:30 PM	Silent Film: The Doll plus Young Mr. Jazz	Film	Debbie	Leah	Mike
9/21/2019	Saturday	7:30 PM	Alfredo Muro	Music	Mike Sean		Kate
9/22/2019	Sunday	3:00 PM	Polly McLean	Lecture	Robby	Leah	Debbie - maybe
9/28/2019	Saturday	2:00 PM	LCC Art Grant: Toward Right Relationship	Art Grant	Debbie		
10/2/2019	Wednesday	7:00 PM	Stories on Stage: John Branch's The Last Cowboys	Library	Mark	Kim	Mike
10/5/2019	Saturday	7:30 PM	Acoustic Eidolon	Music	Adam	Robby	Kim
10/12/2019	Saturday		LCC Art Grant: Motus Theater	Art Grant	Kim		
10/16/2019	Wednesday	7:00 PM	Fiske Planetarium Presents Meteorites	Lecture	Robby	Debbie	Sean
10/18/2019	Friday	4:30 PM	LCC Art Grant: The Dance Front	Art Grant	Mike		
11/10/2019	Sunday	3:00 PM	LCC Art Grant: Integral Steps	Art Grant	Leah		
11/22/2019	Friday	7:30 PM	FY5 Band	Music	Leah	Robby	Mike
11/24/2019	Sunday	3:00 PM	My Nature Lab	Family/Nat	Sean Kim	Sean	Adam
11/30/2019	Saturday		LCC Art Grant: Luciana da Silva	Art Grant	Mark		
12/7/2019	Saturday	7:30 PM	Playback West (Improv)	Theatre	Beth	Mark	Kim, Kate
12/11/2019	Wednesday	7:00 PM	Laura Miller/Northfield Farm: Food/Sustainability	Lecture	Kim	Leah	

LCC Advance Agenda as of 5/8/19

May 16, 2019

1. Finalize Fall 2019 Programming
2. Sculpture Unveiling

June 20, 2019—CANCEL, Summer Concert

July 18, 2019—CANCEL, Summer Concert

August 15, 2019

1. Initiate Public Art Funding Discussion

September 19, 2019

1. Art Grant Application Review
2. Initiate Spring 2020 Programming
3. Public Art Funding Recommendation to Council

October 17, 2019

1. Finalize Spring 2020 Programming

November 21, 2019

1. Initiate Summer Concert Programming
2. Art Grant Application Published

December 19, 2019—Typically CANCEL (Party in lieu of meeting)

January 16, 2020

1. Distribute Art Grant Applications to LCC
2. LCC officer elections

February 20, 2020

1. Art Grant Review and awards

March 19, 2020

1. Fall 2020 program brainstorming
 2. Finalize Summer concerts
-

**Open Government Training
October 23, 2019 at 6:30 PM, City Hall**

The City's Open Government Rules require all board and commission members to attend Open Government training once every two years.

Fall Open Government Training for Advisory Board Members has been scheduled for Wednesday, October 23 at 6:30 PM (City Hall).

There is no need to RSVP.