

Brighton Cultural Arts Commission

Minutes from January 9, 2023

Present: Kathy Wardle, Wilma Rose, Laurie Maier, Jamie Zerr-Lockwood, Dolly Garcia, Stephanie Brown, David Gallegos, Gary Montoya, Peter Padilla, Roseangela Schroder and Catrina Asher. Absent Debbie Gabriel and Elena Townsend.

Introduction of Guest: Kitty Le Donne was in attendance.

Approval of Minutes: Peter moved to approve the minutes from December 5, 2022. Laurie seconded. All in favor.

Approval of Agenda: Gary wants to add an item talking about BURA rental assistance. to the agenda. Wilma moved to accept the agenda. Peter seconded. All in favor.

Monthly Financial Reports: Catrina and Roseangela gave an overview of the November finance report and what they have seen come through to date for December. Some discussion related to the P Card transactions and when they hit the books. Discussion of using Lodging Tax reserves to cover any variances. For 2023 recommendation to keep track of spending at the start of the year with details of the Sights and Sounds.

New Business:

1. Kathy read the letter of resignation from Robin Kring. Robin was a great asset to the BCAC and we are sorry to see her step down. Wilma made a motion to accept her resignation and Peter seconded. All in favor.
2. Recruitment of BCAC Commissioner: Kathy would like to have members reach out to the community to see who we would like to invite as new commission members. She gave examples of the Senior Center, the Boys and Girls Club, Brighton Music etc. for recruitment.
3. Approval of the Memorandum of Understanding with the City of Brighton: Peter suggested we accept the MOU upon review and approval of the legal service we use. Wilma is going to look for legal representation for BCAC.
4. BCAC Elections: Kathy presented the slate of electors as she is officially stepping down as President. Peter moved to accept the following:
President - Wilma Rose, Vice President - Laurie Maier, Secretary - Debbie Gabriel, and as Treasurer - Stephanie Brown. Jamie seconded. All in favor. Kathy turned the meeting over to Wilma as the newly elected President.
5. Lodging Tax Grants protocol 2023: So far six applications have been received. The following procedures were discussed:
 - David will send out the press release announcing the grant availability by January 16th. The application forms are online, and they are to be sent directly to the Secretary of the BCAC by the deadline of February 29, 2023.
 - A form created by Catrina will be provided to grant recipients regarding quarterly reporting of fund expenses and sent directly to the Secretary of the BCAC.
 - Interviews to interview applicants will be scheduled for March.

6. Report of SCFD Funding for 2023: We received \$121,218.90.
 - David will e-mail the amount of funds received with the breakdown amounts for each project to the commission.
 - David will send the notification letter electronically to the recipients along with the reimbursement form created by Catrina in finance.
 - Discussion of future protocol and date for discussion for the 2024 funding ask. March 15th, 2023, is the deadline for submitting.
 - Wilma is talking about offering a training session on SCFD funding and Lodging Tax grants. She suggested Dana from SCFD may be able to help with this.
7. Public Art report: Wilma reports that the 2024 project will be Memorial Parkway. The group will be discussing the 3-year plan. She talked about the new Public Art booklet and the newest public art installations.
8. Gary Montoya handed out the BURA Brighton Hearts the Arts flyer explaining the rent assistance program to applicants who qualify. He may invite Aaron to a BCAC meeting to talk with us about this program.

Old Business:

- Kathy will present a report on the 2022 Lodging Tax Grants.
- Purchase of Armory Equipment from 2023 funding - Wilma reiterated that end of year spending purchases must be made early enough to be received and paid for in the current grant cycle. She wants the asks presented at a regular meeting and not voted by online. We also discussed the monitor for the lobby in City Hall. Peter suggested we pay for these pre-approved purchases out of reserve funds from Lodging Tax.
- Wilma requests that copies of invoices be sent to David, Roseangela in Finance and the BCAC Treasurer.

Excellence in Arts Report: Jamie said the ad for this event was in the Brighton Buzz in January. The event is February 9, 2023 starting at 6:30 and will be held at the Eagle View Adult Center.

Report of Organizations: Gary reported on the most recent groups at the Armory. He shared they are seeing an increase in private rentals. Catrina suggested we check out the Lafayette Art Museum (Art Collective). Stephanie reported that Main Street Creatives is having a Valentines event on February 10th from 4:30 -7:30 p.m.

Meeting adjourned at 12:45

Respectfully submitted,

Stephanie Brown