

## Brighton Cultural Arts Commission

### Minutes from May 2, 2022

Roll Call: Wilma Rose, Robin Kring, Jamie Lockwood, Stephanie Brown, Peter Padilla, Dolly Garcia, Elena Townsend, Gary Montoya and David Gallegos. Absent: Kathy Wardle, Sandie Mackenzie, Ashley Cruz.

The meeting was called to order at 11:10 a.m.

Peter moved to approve the corrected minutes of April 4, 2022. Stef seconded. All in favor.

Introduction of Guest: Catrina Asher from the Finance department attended the meeting today.

Commissioner Laurie Maier was introduced. She filled out an application to join BCAC. Wilma moved to accept Laurie as a new member. Jamie seconded. All in favor.

Approval of Agenda: Items were added to this agenda. Letter of Request from Brighton Public Art Committee, and SCFD update regarding the recent sculpture acquisition. Peter moved to approve the twice amended agenda. Jamie seconded. All in favor.

Monthly Financial Report: Catrina gave an overview of the quarterly financials process and how the city provides services on our behalf as our fiscal agent. Catrina explained that she can provide a cash balance report to us quarterly. Wilma would like to see this report. Catrina answered questions regarding our 501c3 status, investments, and the administrative costs we incur with the city. Catrina suggests we may need a more formal MOU at this time to address the relationship between BCAC and the city. Peter recommends that we complete the procurement policy and bring it to BCAC for a vote soon. Voting on the Procurement Policy is going to be on the June agenda.

New Business:

1. Approval of \$15,000 allocation from Lodging tax to be spent by the Public Art Committee. Gary Wardle submitted a letter to Lodging task to ask for additional funding to complete the work to complete the purchase of stones, QR Codes and plaques for the sculptures already purchased. We need an approval to amend our budget. Robin moved to approve the additional \$15,000 granted from the Lodging tax for the above requested purchases. Elena seconded. All in favor.
2. Continuation of Financial Status discussion and MOU between BCAC and City of Brighton. Wilma asked for a motion from the group in attendance today of creating the MOU and staying with the city or separate ourselves. Peter moved to create a MOU with the intent of maintaining our relationship with the City of Brighton. Laurie seconded. All in favor. Catrina will work on a draft MOU to bring to us by July. The Finance committee will work with Catrina regarding our procurement process and
3. Discussion and verification of 990. Fise completed the 2021 at a cost of \$595. Stephanie moved to approve the payment to Fise for the services filing the 990. Elena seconded. All in favor.

4. Details of 2021 and 2022 expenditures and categories of SCFD and Lodging Tax Funds. David reported on the handout he provided of detailed sheets of SCFD and Lodging Tax expenditures. Catrina suggests that she and David meet to reconcile the account coding internally prior to completing the report today. Peter suggested we table the report until the June meeting.
  
5. Letter of request from the Brighton Public Art Committee – Wilma stated that the mural committee is going to be putting a call for art for the mural at the Plaza. She handed out a letter requesting funds from the SCFD GOS funds to provide a field trip on May 27<sup>th</sup>. to visit Boulder, Longmont, Frederick, Greeley and Loveland to view murals and public art in these communities. We may need to adjust the route for time. Peter made a motion to approve funding to cover any expenses incurred for the mural field trip. Gary seconded. All in favor.

Old Business:

1. Discussion of remaining \$48,528.52 in Lodging Tax Funds. Advertisement of acceptance of grant requests that may be submitted directly to BCAC. Wilma suggested set an application date of May and due in July for an award of grants in August. Peter asked if we could advertise as a first come, first serve, rather than leave out groups that may benefit from the funds and miss the deadline. Discussion ensued regarding setting a deadline for the second round of grant requests. Robin would like the process to be fair and the notice clear with the information of deadlines. Catrina suggested that we could review the requests monthly and add the deadline dates and the review dates on the initial advertisement  
 Peter moved that we create a new grant opportunity for the remaining lodging tax funds allocated to the BCAC that creates a monthly deadline for proposals on the final Monday of the month that will be scheduled for review at the first Monday of the month and granted at our standing BCAC meeting until the funds are depleted. Robin seconded. All in favor.

Grant Deadline Dates	Grant Review Dates
May 30	June 6
June 27	July 5
July 25	August 1
August 29	September 5
September 26	October 3
October 31	November 7
November 28	December 5

2. SCFD update regarding the sculpture acquisition of Hop to It by Kim Shaklee. David reports that the piece we purchased from SCFD was not part of the SCFD Visual Arts Project Sculpture on Loan program. We need a solution regarding how to handle this purchase perhaps we could look to BCAC to fund this sculpture. Discussion regarding contacting Dana and Zoe for assistance on this. Catrina asked a clarifying question of who owns the public art. The City of Brighton owns the art. Wilma asked if the insurance value is adequate. Catrina will check on the insurance issue. We need clarification and a process stating that the pieces purchased by BCAC are donated to the city.

Future Business:

1. By-laws
2. Marketing Plan
3. Procurement Policy

Organizational updates: Armory/Special Events; Gary Montoya reports they have 10 shows booked, they are booking more private parties, and are purchasing indoor lighting for the art displays. Arts and Culture Office and Eye 4 Art, David reports he currently has 3 calls out for art; Sculpture on Loan, Eye 4 Art and Art in the Park. pARTy Bus was a successful evening. Two paintings were sold at City Hall and five were sold at the Armory. Youth; no report. Downtown Partnership: June 18<sup>th</sup> a 50's themed event is scheduled for downtown. Lodging Tax Advisory; Wilma is checking to see if her term is up serving on this committee. Main Street Creatives: Frank Pryor is teaching a 4-week drawing class every month. We are having a Mother's Day theme for First Friday in May. City Council: Peter reports the city council has the \$15,000 Lodging Tax request from the Public Art Committee on the consent agenda tomorrow.

Robin reported that Pat Reither passed away. She made many contributions to Cultural Arts in Brighton. She was a local historian and served on the Historic Preservation Commission. Memorial contribution can be made to the Library or the Historic Preservation Commission.

Next Meeting; June 6, 2022

Meeting adjourned 1:06 p.m.

Respectfully submitted,

Stephanie Brown