

Brighton Cultural Arts Commission
Meeting Minutes
August 1, 2022

Roll Call Present: Kathy Wardle, Stephanie Brown, Jamie Zerr, Dolly Garcia, Robin Kring, Peter Padilla, Gary Montoya, David Gallegos, Catrina Asher and Erik Berg. Absent: Excused Laurie Maier and Wilma Rose.

Kathy read the letter or resignation from Sandie Mackenzie. Letter accepted.

Approval of Minutes - Elena moved to approve the minutes. Peter seconded. All in favor.

Public Invited to be heard - no guest in attendance.

Approval of Agenda- Peter moved to approve the agenda. Gary seconded. We corrected the spelling of Jamie's name under old business on the agenda. All in favor.

Monthly Financial Report-Catrina – Catrina provided the financial report covering the Income and Expense statement ending June 30, 2022, for both Lodging tax and SCFD funding sources. As of June 30th, the amount of uncommitted Lodging Tax GOS funds is \$16,551 and some additional funding not used from prior years. The uncommitted SCFD GOS funds is \$28,965.

New Business:

- By-laws (preliminary reading and discussion. Dolly read the bylaws and the directors made suggestions and changes by the following motions:
- After some discussion around the language in Article 1, Robin moved to add the following language. "The mission of the BCAC is to provide support for the production, presentation, exhibition, advancement, and preservation of art, music, theatre, dance, language arts, zoology, botany, and natural history for the City of Brighton, Colorado". Elena seconded. All in favor. Peter said we will be required to fill out a form to update the Articles of Incorporation at the Secretary of State with the language changes.
- Article 5 Staff Liaison. Peter moved to add a sentence that the Staff Liaison position be listed as a support role as defined in the Memorandum of Understanding. Elena seconded. All in favor.
- Article 6 Committees of Directors. Peter moved to add the word duration to the sentence in Section 1. The sentence now reads; The President is authorized to establish such committees as deemed necessary or appropriate for the affairs of the Corporation, including the nature,

function and duration of the committee, and the number of committee members. Robin seconded. All in favor. After more discussion Peter moved to add a sentence that states community members of the Board of Directors and community members may include members of the greater Brighton community. Gary seconded. All in favor.

- Article 7 Contracts, Checks, Deposits and Gifts - Catrina suggested that we add the word processed to the last sentence in Section 1, 2 and 3. The sentence will now read; All transactions shall be processed in accordance with the applicable MOU. Catrina suggested we insert the word fiscal before the word agent in all sections. In Section 2 the last two sentences will now read; In the absence of such determination by the Board of Directors, such instruments shall be signed by the appropriate representation of the corporation or fiscal agent. All transactions shall be processed in accordance with the applicable MOU.

The Bylaws committee will add the changes recommended today to this draft of the bylaws and bring them to the September meeting for review.

2. Grant Applications and approval - David did not receive any grant requests this month.
3. Sculpture collection maintenance update from Wilma - Kathy
4. Announcement of Grant Application and Procedure for future meetings - Kathy stated that Wilma offered to chair a meeting to discuss the Lodging tax primary and leftover funds. If interested in participating let Wilma know.
5. Excellence in Art -Kathy was not sure who dropped the ball on the 2021 name plates, but she will work with David to get them ordered.
6. Retreat Announcement - Stef said the BCAC/PAC retreat date is set for Saturday, October 22, 2022, and will begin at 9:30 a.m. It will be held at the United Power building.

Old Business:

1. Reading of email concerning Liability Insurance for the Commission from Wilma – Kathy suggested we table this until September meeting.
2. Events booth discussion
 - Tent and banner purchase – Gary is going to order a nice tent with our BCAC name on it and a backdrop panel to be used at the city sponsored events. We already have a banner that David ordered. Peter made a motion to approve the amount of \$4,000 for the new tent set up and swag needed for our future events. Stef seconded. All in favor. This does not include cost of a brochure. We decided to stay with the crayon pens that have our name on them and the pop bracelets as they were a hit. Kathy thanked Jamie, Stef and Gary Montoya for excellent work on the creation

of a BCAC booth and obtaining attractive, popular and impressive handouts for the City BBQ.

Stef asked for approval to pay the party bus invoice David submitted for \$459. Kathy approved without a motion.

3. Report on Marketing Committee meeting- Robin reported that the marketing committee met and discussed the mission statement and using a social media site instead of a website to help promote creatives. It was discussed that a website is needed to disburse information and use the social media page to direct people to the website. Gary stated that the BCAC could utilize the Arts and Culture website more, have a calendar there and have a social media page to promote what BCAC is all about.

Robin said she had to pull back on being Chair of the Marketing committee at this time. Elena will need help on this committee moving forward. Robin states that we need to really focus on what our mission is. Kathy said we need to concentrate on receiving money and distributing the grant monies. The finance committee has not completed the procedural process to distribute the funds. Catrina suggests we set our goals next year and this might ensure what would go into a brochure. We need to define ourselves. She also asked what is our slogan? These are all good items to add to our retreat agenda. Gary suggested we focus on this as one of our priorities at the retreat. The creation of the tri-fold brochure for BCAC will be tabled until the Marketing committee is ready to work on it after the retreat.

Elena brought up the idea of the city pursuing and assigning a poet laureate like other cities have. Kathy suggested that Robin highlight the information around this proposal from the marketing plan and send it out to the directors.

Future Business:

1. By-laws final vote
2. Discussion of Grant application and procedures - Wilma is the chair.

Organization Updates: Armory/Special Events, Arts and Culture Office, Eye 4 Art, Youth Commission, Downtown Partnership, Lodging Tax Advisory Committee, Main Street Creatives, City Council.

Next meeting: September 12, 2022, at 11:00 a.m.

The meeting adjourned at 12:49 p.m.

Stephanie Brown, Secretary