

# **CULTURAL SERVICES BOARD MINUTES**

Tuesday February 25, 2014

4:30 P.M.

## **LOVELAND MUSEUM/GALLERY**

503 N. Lincoln Ave.

Loveland, CO 80537

**I.** The February 25, 2014 meeting of the Cultural Services Board was called to order at 4:32 p.m. by Chairperson Juanita Cisneros in the Upstairs Conference Room of the Loveland Museum/Gallery.

**Board Members Present:** Juanita Cisneros, Jan Desjardin, Louise Kauffman, Ginger Klein, Kerri McDermid, Teresa Mueller and Kris Ortmann. Also present were Council Liaison Ralph Trenary; Susan Ison, Cultural Services Director; Rich Harris, Rialto Theater Manager; Erika Lehman, Marketing Coordinator; Michelle Standiford, Graphic Designer; and Mary Shada, Office Support Specialist.

### **Additions/Changes to the Agenda**

AHA! Newsletter was moved to first on the agenda.

Rialto Report was added under Cultural Services Department Reports.

### **Additions or Corrections/Changes to the January 28, 2014 Minutes**

There were no corrections to the January 28, 2014 minutes.

### **Approval of the January 28, 2014 Minutes**

Jan Desjardin motioned to approve the January 28, 2014 minutes. Kris Ortmann seconded. The motion passed unanimously.

### **Introduction of Visitors**

There were no visitors at the February 25, 2014 meeting.

### **Public Comments**

There were no public comments.

## **II. Agenda Items**

### **Board Reports**

**CSB Accomplishments Update** – Kris Ortmann reviewed the activities that CSB members participated in during the last month.

**CSB Advocacy Opportunity** – Kris Ortmann reviewed the meaning of “advocacy” in relationship to CSB and shared ideas about how to approach the community to promote Cultural Services activities. Each board member will take turns looking for ideas from books Kris brought and share an idea at each meeting.

Kris Ortmann asked that the minutes reflect gratitude to past employees Quinn Johnson, former Preparator, Scott Dunn, former Technical Coordinator and Suzanne Janssen, former Business Services Coordinator/Art In Public Places Manager for their many years of service working in the Cultural Services Department.

## **Museum Reports**

**AHA! Newsletter – Erika Lehman, Marketing Coordinator and Michelle Standiford, Graphic Designer** – Erika Lehman and Michelle Standiford reviewed the suggestions that CSB members made for the design of the Cultural Services AHA! newsletter.

**Priority Based Budgeting** – Kris Ortmann attended the February 11, 2014 presentation of Priority Based Budgeting presented to Boards and Commission members.

**Technical Coordinator Position** – Dave Brull has been hired as the full time Technical Coordinator at the Rialto Theater. The opening of his former part time Technical Assistant position will be announced soon.

**Museum Preparator Position** – James Prohaska has been hired for the Museum Preparator Position. He will start March 11, 2014.

**Business Services Coordinator Position** - The closing date for the Business Services Coordinator Position was Monday February 24, 2014.

**Visitor Comments** – Susan Ison shared several positive comments left by visitors to the Museum.

**Exhibits** – “Exposing the Sneaky Marmot”, paintings by Tammi Brazee, will be open in the Green Room Gallery March 1, 2014 through May 11, 2014.

**Rialto Reports** - Rich Harris, Theater Manager has completed the scheduling of the summer programs of the Foote Lagoon Concert Series and the Tuesday Theater for Kids.

## **City Council Report**

- A City Council Study Session on the topic of Priority Based Budgeting will be held March 11, 2014 and May 13, 2014 at the City Council Chambers, 500 E. Third Street. Councilor Trenary encouraged all CSB members to attend.
- City Attorney John Duval has tendered his resignation.

## **Miscellaneous**

- Louise Kauffman and Juanita Cisneros will be attending the Boards and Commissions Dinner on Thursday February 27, 2014.
- The PechaKucha event will be held in the Foote Gallery February 27, 2014 at 7:00 p.m.
- The next Strings in the Gallery, funded by the Erion Foundation, will be held March 20, 2014 at 5:00 p.m. Beatles music will be provided by the Fort Collins Symphony.
- The City of Loveland Planning Department is working on a Comprehensive Master Plan. Karl Barton from that department will be presenting at the April 22, 2014 CSB meeting.

**NEXT CULTURAL SERVICES BOARD MEETING:** Tuesday, March 25, 2014 at 4:30 p.m. in the Loveland Museum/Gallery upstairs Conference Room.

## **III. Adjournment**

Motion to adjourn the meeting was made by Kris Ortmann at 5:50 p.m. Louise Kauffman seconded the motion. All approved the motion.