

# CULTURAL SERVICES BOARD MINUTES

Tuesday, June 23, 2015

4:30 PM

LOVELAND MUSEUM/GALLERY  
503 N Lincoln Avenue, Loveland, CO 80537

I. The June 23, 2015 meeting of the Cultural Services Board was called to order at 4:30pm by Desiree Eremondi in the upstairs Conference Room of the Loveland Museum/Gallery.

**Board Members Present:** Juanita Cisneros, Dr. Dierdre Cook, Jan DesJardin, Desiree Eremondi, Louise Kauffman, and Kris Ortmann. Teresa Mueller was absent.

Also present were Council Liaison Ralph Trenary; Susan Ison, Cultural Services Director; Jennifer Cousino, Loveland Museum/Gallery Curator of History; Rich Harris, Rialto Theater Manager; and Tegan Hollen, Office Support Specialist.

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

A Fundraising Policy item was added to the Museum Report section. A Box Office Hours item was added to the Rialto Report section.

## **Additions or Corrections/Changes to the May 26, 2015 Minutes**

There were no additions or corrections/changes to the May 26, 2015 minutes.

## **Approval of the May 26, 2015 Minutes**

Jan DesJardin motioned for the May 26, 2015 minutes to be approved. Kris Ortmann seconded the motion. The motion passed unanimously.

## **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. Kris Ortmann participated in the *Paula's Window* book discussion. Both Kris Ortmann and Louise Kauffman assisted with the related book signing and film event at the Rialto Theater Center. Desiree Eremondi assisted Susan Ison with research regarding square footage costs for performing arts facilities.

## Cultural Services Department Reports

**Museum Report** – Susan Ison spoke about current and upcoming events and exhibits at the Loveland Museum/Gallery as well as other news.

- *Cherry Pie Festival:* The Cherry Pie Festival will take place on Saturday, July 18 from 5:00pm – 8:00pm in Peters Park (on 5<sup>th</sup> street, adjacent to the Museum). Board members received a schedule for the event and were encouraged to volunteer.
- *Foote Lagoon Concert Series:* The Foote Lagoon Concert series begins on Thursday, June 25 at 7:00pm – 9:00pm at the Foote Lagoon. Concerts will occur every Thursday evening through the end of July. Board members received a schedule for the concert series.
- *Museum Sign:* Signs with the new Loveland Museum logo were recently installed on the outside of the building.
- *Collection Storage:* Jennifer Cousino provided information about the project to secure off-site collection storage for the Museum. The collection storage project is included in the Capital Plan for 2016 and efforts to show the importance of pursuing the project as scheduled continue. A document that highlights the reasons for doing so has been created and will be distributed to City Council, the City Manager, and board members.
- *Museum Expansion RFQ:* After meeting to review all of the submissions, Doug Erion and Susan Ison have chosen three finalists. Two are from Colorado, one is from Washington. All have been contacted and are corresponding with Susan Ison about the scope of the expansion project and their potential involvement.
- *Annual Report:* The 2014 Cultural Services Annual Report is complete and currently being distributed. Board members received copies of the report and additional copies are available at the Museum/Gallery.
- *Fundraising Policy:* Susan Ison spoke about her meeting with Marcia Lewis, Loveland Public Library Director, to discuss a fundraising policy for the Library and Museum to cover capital costs not paid for by capital expansion fees. Board members were encouraged to share their thoughts about what this policy should include. Kris Ortmann suggested researching what other similar communities have chosen as a realistic fundraising figure for such projects. Desiree Eremondi suggested that levels of expansion be used as a strategy for fundraising efforts. This input, and other thoughts from board members, will be discussed in a meeting between Susan Ison, Marcia Lewis, and the Chairs of the Loveland Public Library and Cultural Services Board, after which they will create a letter to submit to the City Manager's office and City Council.

**Rialto Theater Center Report** – Rich Harris offered an update about the Rialto Theater's recent events and performances.

- *Backstage Rialto Status:* Susan Ison spoke about the Backstage Rialto 501(c)3 application status. Additional follow up with the IRS is needed, which she will do.
- *RTC Theater Manager Interviews:* Interviews are set for Thursday, July 16 and Friday, July 17 for the Rialto Theater Center Theater Manager position. There were 25 applicants, many from around the country. Susan Ison asked if any board members were

interested in serving on the interview panel and Kris Ortmann offered to represent the Cultural Services Board.

- *Box Office Hours*: Kris Ortmann spoke about the scheduling challenges being experienced in the Rialto Theater Center Box Office, and asked board members for their input on a potential reduction of weekday box office hours. This prompted a larger discussion about volunteer management and recruitment as well as ticket sales and fees, which will be revisited at the next meeting in July.

### **City Council Report**

Councilor Ralph Trenary offered an update about specific items being considered by City Council as well as City Council news.

- The Creative Sector Incubator at ArtSpace Loveland has been approved for a federal grant, which will be publicly announced on Thursday, July 2<sup>nd</sup> at 2:30pm at the Loveland Feed and Grain. Congressman Jared Polis will be at this event.
- The Downtown Historic District was approved for the National Register of Historic Places. This district is comprised of a section of downtown Loveland from 4<sup>th</sup> Street and Railroad Avenue down to 2<sup>nd</sup> Street.
- Councilor Ralph Trenary recently attended the *Loveland Honors Event* with Mayor Cecil Gutierrez. This event could be something to consider for recognizing Rialto and Museum volunteers.
- The city budget study session meetings are starting earlier this year, and begin on August 11, 2015.
- Councilor Ralph Trenary recently attended the Colorado Municipal League Conference in Breckenridge, Colorado.

### **Miscellaneous**

- Susan Ison provided board members with copies of a new “I Spy” youth activity created for the Governor’s Art Show. Promotional materials for the upcoming Reveries: Anna Skibska, People in the Park, and Jim Disney exhibits were also given out.
- Susan Ison and Jennifer Cousino spoke about the program for Frank Peak that will take place on Monday, July 13. Family members of Frank Peak will be in attendance.
- Susan Ison informed board members that the Foote Lagoon Concert Series and Cherry Pie Festival were mentioned in the City of Loveland utility bill insert.
- Rich Harris spoke about the success of recent events at the Rialto Theater Center. He also mentioned how strong ticket sales are for upcoming events at Rialto Theater Center such as the Queen City Jazz concert and Rocky LaPorte comedy show.

**NEXT CULTURAL SERVICES BOARD MEETING:** Tuesday, July 28, 2015 at 4:30 pm in the Loveland Museum/Gallery upstairs Conference Room.

### **III. Adjournment**

The Cultural Services Board meeting was adjourned at 5:47pm.