

CULTURAL SERVICES BOARD MINUTES

Tuesday, July 28, 2015

4:30 PM

LOVELAND MUSEUM

503 N Lincoln Avenue, Loveland, CO 80537

I. The July 28, 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.

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

Also present were Council Liaison Ralph Trenary and Jennifer Cousino, Curator of History. Susan Ison, Cultural Services Director and Tegan Hollen, Office Support Specialist were absent.

Additions/Changes to the Agenda

The Google Analytics and Fundraising Policy items were removed from the Museum Report section and both will be addressed at a future meeting. A Box Office Hours item was added to the Rialto Theater Center Report section. Juanita Cisneros requested that a Member Reception Refreshment item be added to the Miscellaneous section.

Additions or Corrections/Changes to the June 23, 2015 Minutes

There were no additions or corrections/changes to the June 23, 2015 minutes.

Approval of the June 23, 2015 Minutes

Jan DesJardin motioned for the June 23, 2015 minutes to be approved. Teresa Mueller 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.

Additionally, Kris Ortmann encouraged board members to visit and read the Museum blog. Board members were also encouraged to reach out to City Council with their thoughts and questions about the Museum collection storage project. Finally, Kris Ortmann proposed

creating a tote bag for marketing that features the new Loveland Museum, Rialto Theater Center, and Art in Public Places logos.

Cultural Services Department Reports

Museum Report – Jennifer Cousino spoke about current and upcoming events and exhibits at the Loveland Museum as well as other news.

- *Do You Know More About Loveland History Than a 2nd Grader:* A series of tours will be run in the fall to offer community members the chance to get a behind-the-scenes look at the Lone Tree Schoolhouse, Loveland Museum, and Rialto Theater Center. These tours are based on the curriculum and activities used for 2nd Grade History Days. Information about the dates, times, and registration for these tours will be included in the upcoming AHA! newsletter.
- *Frank Peak Memorial:* The Frank Peak memorial event occurred on Monday, July 13. Members of the Peak family visited the Museum as a part of this event and viewed the exhibit in the History Gallery. Councilor Ralph Trenary added that the Police Department produced a video of the event, which is now available for viewing through their Facebook page on their YouTube channel.
- *Cherry Pie Celebration:* Jennifer Cousino reviewed the recent Cherry Pie Celebration held on Saturday, July 18, 2015. The Museum is estimated to have raised \$3,000 from the event. Loveland Barricade provided a donation of materials needed for blocking off the street and parking lot for this year's event, which reduced the overall cost for the celebration.
- *Collection Storage:* Jennifer Cousino provided an update about the project to secure off-site collection storage for the Museum, and reviewed the document. The collection storage project is still included in the Capital Plan for 2016 and work to determine the estimated project cost is underway. Once this is done, the information will be provided to City Council and the Museum will ask for approval to finance and move forward with the project. Louise Kauffman asked about the policy regarding selling items in the collection. Jennifer Cousino explained that the Museum does not usually engage in the sale of items in the collection and will only remove items if they are in very poor condition or are more relevant to the collection of another museum or institution.

Rialto Theater Center Report

- *RTC Theater Manager Interviews:* Rich Harris' last day on the job as the Rialto Theater Manager was Saturday, July 25. Interviews via Skype were conducted earlier in the month for a new theater manager. Of the five candidates interviewed, one candidate was invited to visit for an in-person interview, which took place Friday, July 24. An offer of employment has been made to this candidate and a background check is currently being conducted.
- *Box Office Hours:* Kris Ortmann reviewed the Rialto Theater Center Box Office schedule challenges discussed at the previous meeting and presented a new schedule proposed by herself and Roberta Cox, Rialto Theater Coordinator. This new schedule, to be started in August, involves closing the box office in the afternoon on Fridays and expanding pre-

performance hours on Friday evenings. The box office would continue to be open on Tuesday, Wednesday, and Thursday from 12:30 – 5:30pm. Councilor Ralph Trenary suggested reaching out to restaurants in the area to create a promotion to coincide with the change in the Friday evening schedule.

City Council Report

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

- Councilor Ralph Trenary expressed his appreciation of the Riders in the Sky performance that recently took place at the Rialto Theater Center as well as the variety of upcoming performances and events.
- The Study Session meeting on August 11 will involve budget related items. These meetings have no public comment section but they can be streamed online for those interested in viewing it.

Miscellaneous

- Juanita Cisneros provided feedback about the refreshments provided at Museum member receptions. It was suggested that the Museum be clearer about the type of refreshments being offered for a reception so those attending can better plan their evening. For example, if a reception is scheduled to begin at 6pm, guests may have not yet eaten dinner and may expect more than dessert and drinks. Similarly, the Museum may want to consider offering more than just dessert at a reception for those who have dietary restrictions and cannot eat sugar. Jennifer Cousino mentioned that reception refreshments were brought up in recent budget planning discussions and will be discussed further considering this feedback. Board members suggested contacting local restaurants and caterers to ask if they could donate items or provide a discount on items for these receptions.

NEXT CULTURAL SERVICES BOARD MEETING: Tuesday, August 25, 2015 at 4:30 pm in the Loveland Museum/Gallery upstairs Conference Room.

III. Adjournment

The Cultural Services Board meeting was adjourned at 5:22pm.