

# CULTURAL SERVICES BOARD MINUTES

Tuesday, June 28, 2016

4:30 PM

## LOVELAND MUSEUM

503 N Lincoln Avenue, Loveland, CO 80537

### I. Call Meeting to Order

The June 28, 2016 meeting of the Cultural Services Board was called to order at 4:34pm by Juanita Cisneros in the upstairs Conference Room of the Loveland Museum.

**Board Members Present:** Juanita Cisneros, Dr. Dierdre Cook, Jan DesJardin, Heather Fortin Rubald, Suzanne Janssen, Teresa Mueller, and Kris Ortmann.

**Staff Present:** Susan Ison, Cultural Services Director; Bryan Zellmer, Rialto Theater Center Manager; Jennifer Cousino, Curator of History; and Tegan Hollen, Office Support Specialist.

**Guests Present:** Michelle Vendegna, Loveland Reporter Herald Entertainment Reporter.

### Additions/Changes to the Agenda

Bryan Zellmer added a Use Policy item to the Rialto Report section of the agenda. Susan Ison added an Annual Report item at the end of the Cultural Services reports section of the agenda.

### Additions or Corrections/Changes to the May 24, 2016 Minutes

There were no additions or corrections/changes to the May 24, 2016 minutes.

### Approval of the May 24, 2016 Minutes

Jan DesJardin motioned for the May 24, 2016 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 May and June.

### Cultural Services Department Reports

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

- *Cherry Pie Celebration:* Jennifer Cousino spoke about the 2016 Cherry Pie Celebration scheduled for Saturday, July 16 at the Museum. There is a need for additional volunteers to help with the event, especially judges for the cherry pie contest. Board members were asked to suggest potential judges or sign up as one if they are able to assist. A notable change for this year is that the Museum is working to make the celebration a limited waste event. As a result of this change, recyclable or compostable dining ware and utensils will be used. Additionally, the Solid Waste department will be providing special containers for trash, recyclable, and compostable waste at the event.
- *Deaccessioning Frames:* Jennifer Cousino informed board members that items in the collection are being packed for the move to the off-site storage building beginning in July. During preparations, a number of empty frames with no description or context regarding their placement in the collection were found. Jennifer asked board members if it would be acceptable to deaccession these frames in order to create more storage space since they have no known historical significance or connection to the collection. Suzanne Janssen motioned for the frames to be deaccessioned. Teresa Mueller seconded the motion. The motion passed unanimously. Once removed, the frames will be donated to a local thrift store. Regarding the collection and saving storage space, Teresa Mueller suggested the Museum look into applying for a grant for scanning and uploading items to be accessed online, similar to the Estes Park Museum. Jennifer mentioned that she plans to explore options for digitizing items in the collection and that Michelle Standiford, Cultural Services Graphic Designer, is currently scanning items as time allows.
- *Museum Expansion:* Susan Ison provided an update about the museum expansion project for board members, explaining that she is currently working on scheduling focus groups to gather feedback from the community.

**Rialto Theater Center Report** – Bryan Zellmer spoke about current and upcoming performances and events at the Rialto Theater Center as well as other news.

- *Recent Performances and Events:* Bryan reviewed the Rialto Cinema Program films shown thus far, highlighting *The Princess Bride*, *Goonies*, *Wall-E*, and *Tumbleweeds* which were all well attended. Some films have had lower attendance numbers, however, so additional promotion for the program is being done. Susan Ison suggested the Rialto reach out to home school groups for the Tuesday Family Cinema for Kids films. Bryan also reminded board members about the Foote Lagoon Summer Concert Series that begins on July 7.
- *Use Policy:* Bryan asked board members for their input on creating a policy for how long a rental partner can reserve the Rialto for performances. The discussion was prompted by a recent multi-week rental partner reservation that had low attendance, which prevented other rental partners from presenting performances during that time and potentially limited the revenue recovery for the theater. A new policy would set terms for rental partners regarding the duration of their reservation, number of performances, and audience attendance. The revised policy would focus on making events more successful for rental partners and the Rialto. Board members asked Bryan to create a plan and draft a policy for review at an upcoming meeting. If approved, the policy would begin in 2017.

**SCFD** – Susan Ison provided an update about the progress of the Larimer County SCFD petition campaign, which is now over the halfway mark toward the deadline of July 15. The SCFD committee last reported that more than half of the required signatures have been collected and a number of petitions are still being circulated. Board members brainstormed locations to visit and collect additional signatures, including the Foote Lagoon Summer Concerts, Chilson Recreation Center, Loveland Public Library, and the new Sprouts Market. Teresa Mueller and Heather Fortin Rubald both offered to take and circulate a petition.

**Annual Report** – Susan Ison distributed copies of the 2015 Cultural Services Annual Report to board members and asked for feedback about the report’s format and usefulness. The report was previously spiral bound and printed at an outside company. Due to the cost and work involved with producing the report in this way, the Museum printed and stapled it in-house this year. Board members were pleased with the new format, saying it was easy to pick up and look through. Board members also appreciated the effort to make the report more cost effective. Regarding the usefulness, board members agreed that the report is important and should be created every year, not only for review by the community, but also for use when applying for grants and other funding.

### **City Council Report**

There was no City Council Report given at this meeting as Councilor John Fogle was unable to attend.

### **Miscellaneous**

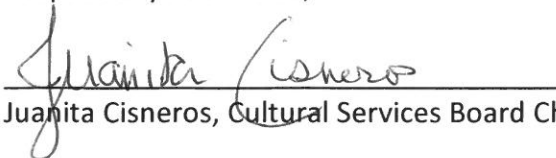
- *Christo and Jeanne-Claude’s Floating Piers*: Kris Ortmann shared that Erika Lehman, Marketing Coordinator, recently visited Italy and was able to see Christo and Jeanne-Claude’s newest project *The Floating Piers*.
- *Broadway Bootcamp*: Bryan Zellmer shared that all of the instructors for the Rialto’s Broadway Bootcamp have been confirmed and distributed a list to board members. Though some applicants are now unable to attend due scheduling conflicts with another local theater camp, the bootcamp is on track to meet the goal of 50 participants.

**NEXT CULTURAL SERVICES BOARD MEETING:** Tuesday, July 26, 2016 at 4:30 pm in the Loveland Museum upstairs Conference Room.

### **III. Adjournment**

The Cultural Services Board meeting was adjourned at 5:19pm.

Respectfully Submitted,

  
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Juanita Cisneros, Cultural Services Board Chair