

**CULTURAL SERVICES BOARD**  
**MEETING MINUTES**  
**Tuesday, June 27, 2017**  
**4:30 PM**

**LOVELAND MUSEUM**  
**503 N Lincoln Avenue, Loveland, CO 80537**

**I. Call Meeting to Order**

The June 27, 2017 meeting of the Cultural Services Board was called to order at 4:31pm by Jan DesJardin in the upstairs Conference Room of the Loveland Museum.

**Board Members Present:** Juanita Cisneros, Dr. Dierdre Cook, Jan DesJardin, Heather Fortin Rubald, Kris Ortmann, and Libby Skowron. Teresa Mueller was absent.

**Staff Present:** Susan Ison, Cultural Services Director; Bryan Zellmer, Rialto Theater Center Manager; and Tegan Hollen, Office Support Specialist. Council Liaison John Fogle was absent.

**Additions/Changes to the Agenda**

The Rialto Report was given before the Museum Report. A Board Duties and Feedback item was added to the agenda.

**Additions or Corrections to the May 23, 2017 Minutes**

There were no additions or corrections to the minutes.

**Approval of the May 23, 2017 Minutes**

Juanita Cisneros motioned to approve the minutes. 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.

**Board Duties and Feedback** – Susan Ison asked board members for their feedback regarding adding a student liaison to the Cultural Services Board and their thoughts about the annual Boards and Commissions dinner. Susan also asked board members to complete a boards and commissions questionnaire for use by the City Manager.

Jan DesJardin expressed her thanks to Kris Ortmann and Juanita Cisneros for attending the recent City Council meeting to advocate on behalf of the Museum accepting and maintaining the Reporter-Herald archive. She also thanked board members for contacting their council members about the issue.

## **Cultural Services Department Reports**

**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 & Upcoming Performances and Events*
  - *Foote Lagoon Summer Concerts* – The concert series kicked off on Thursday, June 22, 2017. More than 2000 patrons attended the first concert, and the Library Stage performances in particular drew a large crowd. Attendees were able to support the Rialto and the concerts by buying Foote Lagoon stickers, as they were able to do in 2016; \$180 in contributions were raised that night. Some attendees commented that the flying drones used to film the performances and activities took away from the experience. Board members discussed ways to address this issue at future concerts.
  - *Summer Cinema Series* – The series is off to a good start for 2017 as attendance has increased 5% from 2016. Revenue from concessions sales during the films has also increased. The Replay Wednesday films in the series have been the lowest attended, which will be considered in planning upcoming series themes.
  - *Sundays in the Devereaux* – The first act in this lounge series will be on Sunday, July 9, 2017 and feature comedians Kevin Farley and Marc “Skippy” Price. This event will act as a test for the full program that will start in the fall. The cap for each act is 120 tickets and the goal is to sell 100 tickets.
  - *Broadway Bootcamp* – The Bootcamp instructors have been confirmed, and Bryan is almost finished coordinating their housing requests. Current enrollment is consistent with enrollment at the same time last year and, with more marketing to come, Bryan is hopeful the program will have additional participants.

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

- *Reporter-Herald Archive* – City Council unanimously approved the proposal for the Museum to accept and maintain the Reporter-Herald archive collection upon its first reading. The second reading will take place during the council meeting on Wednesday, July 5, 2017. Kris Ortmann explained that the Museum has already received inquiries about when the collection will be available for the public to view and asked what answer should be given. Susan Ison will talk with Jennifer Cousino, Curator of History, about the timeline for the project and provide information about collection availability when it is available.
- *Museum Expansion* – Members of the expansion project team from Olson Kundig will visit the Museum on Thursday, June 29, 2017 to discuss the revised plan and interior renderings.
- *Marketing Coordinator* – Interviews for the Marketing Coordinator position formerly held by Erika Lehman are scheduled for Friday, June 30, 2017. Five applicants were chosen for an interview; 113 applications were received.
- *Membership Changes* – Tegan Hollen reviewed the changes to Museum membership prices and benefits that were discussed at the last board meeting. These changes have been proposed with the budget for 2018 and are awaiting City Council approval.

## City Council Report

There was no City Council Report given during this meeting.

## Miscellaneous

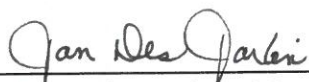
- There were no miscellaneous items discussed during this meeting.

**NEXT CULTURAL SERVICES BOARD MEETING:** Tuesday, July 25, 2017 at 4:30 pm in the Loveland Museum upstairs Conference Room.

## III. Adjournment

The Cultural Services Board meeting was adjourned at 5:14pm.

Respectfully Submitted,



Jan DesJardin, Cultural Services Board Chair

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