

CULTURAL SERVICES BOARD

MEETING MINUTES

Tuesday, September 26, 2017

4:30 PM

LOVELAND MUSEUM

503 N Lincoln Avenue, Loveland, CO 80537

I. Call Meeting to Order

The September 26, 2017 meeting of the Cultural Services Board was called to order at 4:30pm 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.

Staff Present: Susan Ison, Cultural Services Director; Bryan Zellmer, Rialto Theater Center Manager; Jenni Dobson, Curator of Education; Michelle Standiford, Cultural Services Graphic Designer; and Tegan Hollen, Office Support Specialist. Council Liaison John Fogle was absent.

Guests Present: Michelle Vendegna, Loveland Reporter-Herald Reporter; and Sheron Buchele Rowland, Loveland Artists Collective

Additions/Changes to the Agenda

A PatronManager item was added to the Museum Report section of the agenda.

Additions or Corrections to the August 22, 2017 Minutes

There were no additions or corrections to the minutes.

Approval of the August 22, 2017 Minutes

Kris Ortmann motioned to approve the minutes. Dr. Dierdre Cook seconded the motion. The motion passed unanimously.

Public Comments

Sheron Buchele Rowland introduced herself to the Board and spoke briefly about The Loveland Artists Collective.

II. Agenda Items

Board Reports

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

Board Vacancy – The Board still has a vacancy, for which recruitment will continue into October. Sheron Buchele Rowland offered to mention the vacancy to Artists Collective members and encourage them to apply if interested.

Cultural Services Department Reports

Rialto Theater Center Report – Rialto staff spoke about current and upcoming performances and events at the Rialto Theater Center as well as other news:

- *Theater Manager* – Bryan Zellmer has submitted his resignation. He has accepted a position at Kutztown University of Pennsylvania in order to be closer to his family. His last day at the Rialto will be Thursday, October 12, 2017. The position opening will be posted on the City of Loveland website and will close on Wednesday, October 4, 2017.
- *Turtles Live Show* – Bryan is investigating an issue with the *Turtles Live* show scheduled for Thursday, September 28, 2017. The show producer has fallen victim to crimes that include the production's truck being stolen and his accounts being compromised, which are currently under police investigation. The producer is attempting to arrive in Colorado in time for the show to continue as planned. If this does not happen, the show will be rescheduled for 2018. Ticketor, the company that handled sales for the event, will give current ticket holders the option to transfer their tickets to the new date or receive a full refund.
- *Recent Events & Performances*: The *Caddyshack* event with actor Michael O'Keefe was well received, and the Rialto received requests for similar events to be scheduled in the future. The *Sundays in the Dev Hippieman* and *CJRO Sextet* performances were also popular, and prompted valuable audience feedback that will be used for future shows in the series.
- *Future Events & Performances*: Due to the positive response to the Paula Poundstone performance on Saturday, December 9, 2017, Bryan is looking to add a second show. Ticket sales for other events and performances have been slow during September but are starting to pick up.
- *Backstage Rialto* – Susan Ison informed the Board that Backstage Rialto has made a contribution of \$11,500 to the Rialto for the Cinema Program, which needs to be accepted and appropriated. Kris Ortmann motioned to accept the contribution from Backstage Rialto. Jan DesJardin seconded the motion. The motion passed unanimously.

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

- *Group Visit Policy* – Jenni Dobson – Jenni spoke about recent staff efforts to update the group visit policy for the Museum. Interactions with service agencies at the Museum during the summer as well as a recent meeting with the Risk Management department prompted the reevaluation of this policy. Updates include a newly designed map that highlights accessible and van or bus parking spots, additional information about special accommodations such as tours for visitors who are blind or have low vision, and more detailed guidelines for scheduling group visits in advance. Jenni asked the Board to review the policy documents and provide her with feedback for changes by Tuesday, October 3, 2017.
- *Museum Expansion* – Susan Ison spoke about the concept brochure for the Museum expansion being created by Olson Kundig, the architecture firm working on the project. The next draft of this brochure should be available for the Board to review at their October meeting. Additionally, Susan informed the Board that City Council approved hiring a consultant to explore creating a 2019 ballot initiative that will propose funding various capital projects, including the Museum expansion, through an increase in sales tax. This would be similar to the *Building on Basics* Community Capital Improvement Program passed by Fort Collins voters in 2015.
- *Pastels on 5th* – Jenni and Susan spoke about the Pastels on 5th sidewalk chalk art festival that took place on Saturday, September 10, 2017. Alternatives to Violence, the non-profit that organizes and benefits from the festival, raised more than \$30,000 from this year's event. The Museum sponsored square featured a Picasso inspired design created by artist Kyle Banister.

- *Upcoming Exhibits/Programs* – Susan provided board members with copies of the monthly report detailing highlights from past and upcoming Cultural Services events and accomplishments as well as Jenni's 2nd Grade History Days report.
- *PatronManager* – Tegan Hollen described PatronManager, the new web-based database and point-of-sale system the Museum will be implementing in October 2017. This system will provide the Museum with enhanced methods for tracking and creating reports for exhibit attendance, event and class registration, as well as membership and gift shop sales. It will also allow the Museum to offer patrons a way to register for classes and events and buy or renew memberships online.

Timberlane Farm – Susan Ison informed the Board that City Council will make a decision at a special meeting on Tuesday, October 10, 2017 about hiring consultants to explore the City's options for taking over operation of Timberlane Farm. Susan explained some of the changes that need to be made to the property, such as making structural updates in order to be ADA compliant. Sheron Buchele Rowland asked how The Loveland Artists Collective could be involved in this process and Susan suggested contacting members of the Timberlane Farm board for ideas.

Budget – Susan Ison explained that a suggestion to hire additional police officers presented to City Council at their previous meeting may affect funding for the Cultural Services department in the 2018 budget. A decision regarding this suggestion will be made after the first reading of the budget at the City Council meeting on Tuesday, October 3, 2017.

Reporter-Herald Tour – Members of the Board and Museum staff toured the Loveland Reporter-Herald building on Tuesday, September 5, 2017 to see the next day's edition of the newspaper be printed.

ADA – Michelle Standiford – Michelle Standiford presented the website updates and newly designed documents regarding the Museum's ADA standard compliance that will be made in conjunction with the group visit policy updates. These updates include adding expanded accessibility information to the 'Visit Us' page of the Museum's website such as the service animal policy and making the newly designed parking map available for visitors to view and download.

City Council Report

There was no City Council Report given during this meeting.

Miscellaneous

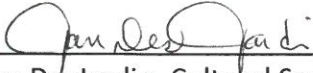
- Bryan Zellmer told the Board it was a pleasure working with them and thanked board members for their support during his time as Rialto Theater Manager.

NEXT CULTURAL SERVICES BOARD MEETING: Tuesday, October 24 at 4:30 pm in the Loveland Museum upstairs Conference Room.

III. Adjournment

The Cultural Services Board meeting was adjourned at 5:44pm.

Respectfully Submitted,



Jan DesJardin, Cultural Services Board Chair

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