

CULTURAL SERVICES BOARD
MEETING MINUTES
Tuesday, October 24, 2017
4:30 PM

LOVELAND MUSEUM
503 N Lincoln Avenue, Loveland, CO 80537

I. Call Meeting to Order

The October 24th 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: Council Liaison John Fogle; Susan Ison, Cultural Services Director; Jenni Dobson, Curator of Education; and Tegan Hollen, Office Support Specialist.

Guests Present: Michelle Vendegna, Loveland Reporter-Herald Reporter

Additions/Changes to the Agenda

A *Hung Liu Exhibit* agenda item was added to the Museum Reports section.

Additions/Changes to the September 26, 2017 Minutes

Kris Ortmann requested an edit to the *Turtles Live Show* section to clarify that a rental partner coordinated the show and Ticketor, not the Rialto Theater, handled ticket sales.

Approval of the September 26, 2017 Minutes

Juanita Cisneros motioned to approve the minutes with the discussed edits. Dr. Dierdre Cook 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.

November/December Combined Meeting – The Cultural Services Board will combine the November and December meetings and hold the last meeting for the year on November 28, 2017. There will be no meeting in December.

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:

- *Group Visit Policy Review – Jenni Dobson* – Jenni Dobson presented a revised group visit policy for final feedback and approval from the Board. Changes from the discussion at the previous meeting included adding where photography is allowed in the Museum, clarifying advance reservation requirements, providing museum guidelines for youth groups, and updating the rules for outreach materials such as education trunks. Dr. Dierdre Cook motioned to approve the revised policy. Kris Ortmann seconded the motion. The motion passed unanimously. Jenni will work with Michelle Standiford, Cultural Services Graphic Designer, to update and reprint an outreach rack card to market the policy. Jenni also briefly mentioned upcoming events for which she needs additional volunteers such as the Halloween Family Fun Festival; Picasso, Jazz, and Cocktails; and Artist Party.
- *Hot Metal, Cold Brews Event* – Jenni and Susan Ison reviewed the event that took place on October 13, 2017, which had over 200 visitors and generated \$490 in revenue from drink sales. It was well received overall and staff plan to expand and continue the event in the future.
- *Dia de los Muertos Programs* – Susan reviewed the upcoming programs related to Dia de los Muertos to be offered at both the Museum and the Loveland Public Library, including the exhibits by Armando Silva and Caryn Sanchez and the altars to be displayed at both locations.
- *Panda House (Off-Site Collection Storage)* – Susan provided an update about the ongoing organization of the collection at the off-site storage building, including the addition of the recently acquired Loveland Reporter-Herald archive.
- *Collection Donation* – Board members received a document detailing recent donations to the collection.
- *Museum Expansion* – Susan spoke about the concept brochure being created by Olson Kundig for the Museum expansion project. A new version will be ready for members to review at the November board meeting.
- *Hung Liu Exhibit* – Susan provided details about the artist Hung Liu whose exhibit will be featured in the Main Gallery beginning December 8, 2017. She also spoke about the need for volunteers to assist with preparing an installation that will be part of the exhibit and encouraged board members to help.

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

- *RTC Manager* – Interviews were conducted on October 11, 2017 for the Rialto Theater Center Manager position and Steve Lemmon, currently the Director of Programming Arts at Dixie State University in Utah, was offered the position. Steve has accepted and will start in late November or early December.
- *Backstage Rialto* – Backstage Rialto board members are working with Jess Killingsworth, Cultural Services Marketing Coordinator, to organize an annual appeal for donations to be sent before the end of the year. Funds raised by previous board efforts will be appropriated at the City Council meeting later this evening to support the Cinema Program at the Rialto. The Backstage Rialto board will also support the *Chocolat* event scheduled for Valentine's Day 2018 at the Rialto.

Reporter-Herald Column – Susan Ison spoke about a new Reporter-Herald column that will feature photographs from the collection. Jennifer Cousino, Curator of History, will choose the photographs.

Budget – The 2018 Budget passed on second reading at the City Council meeting on October 17, 2017. All Cultural Services items included in the budget were approved.

City Council Report

Councilor John Fogle offered an update about specific items being considered by City Council as well as City Council news:

- *Tax Increase* – Consultants have been hired to work on a ballot initiative to fund various city capital projects, which will include the Museum expansion project. Susan Ison encouraged board members to attend open houses scheduled by these consultants to offer their feedback to the consultants.

Miscellaneous

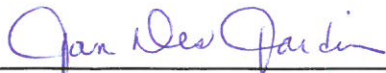
- *Board Vacancy* – Jan DesJardin reminded board members to encourage anyone interested to apply for the vacant position. Michelle Vendegna offered to advertise the vacancy in the Reporter-Herald.

NEXT CULTURAL SERVICES BOARD MEETING: Tuesday, November 28, 2017 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,



Jan DesJardin, Cultural Services Board Chair

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