

CULTURAL SERVICES BOARD MINUTES
Tuesday March 29, 2011
4:30 P.M.

LOVELAND MUSEUM/GALLERY
503 N. Lincoln Ave.
Loveland, CO 80537

- I.** The March 29, 2011 meeting of the Cultural Services Board was called to order at 4:32 p.m. by Juanita Cisneros in the Upstairs Conference Room of the Loveland Museum/Gallery.

Board members present: Rose Watson, Jan DesJardin, Kris Ortmann, Juanita Cisneros and Kerri McDermid. Also present was City Councilor Kent Solt. Staff present included Susan Ison and Michelle Standiford.

A. Additions/Changes to the Agenda

- Under Board Reports, Election of officers for the Cultural Services Board was added as item 3
- Under Museum Reports, “Catalyst Project” and “Action Item Minutes” were added as items 4 and 5
- A “Miscellaneous” section will be permanently added to all future minutes

B. Additions or Corrections/Changes to the February 22nd, 2011 Minutes

Jan Sawyer mentioned that the minutes were headed with the incorrect date of December 7th, 2010 and should be January 25th, 2011.

C. Approval of the February 22nd, 2011 Minutes

There were no changes to the February 22nd, 2011 minutes. Peggy Schwarz motioned to accept the minutes. Jan DesJardin seconded. All approved.

D. Introduction of Visitors

Visiting guests present included Madeline Novey from the Reporter Herald and Sheila Carrasco from the Office of Creative Sector Development Board.

E. Public Comments

There were no public comments at the March meeting.

II. Agenda Items

A. Board Reports

1. Capital Expansion Fee Meeting Update – Kris Ortmann

Meetings are ongoing. The group is continuing to address concerns from the construction community and researching different solutions. They are preparing to make a presentation to City Council with their suggestions on April 26th.

2. Sustainability Meeting Update – Susan Ison

The City is going to initiate another survey to be sent to a broader section of the community to rank all of the city services. It is hoped to receive more responses to better formulate a decision. The date is still uncertain on the timing of the survey. City staff continues to look for better ways to do things and to reduce costs.

A City employee survey was sent out and came back with ideas for reducing expenses and/or increasing revenue. One idea was suggested that the Museum charge admission for big exhibits. This raises concerns as to what constitutes a “big” exhibit as well as would it impede visits or donations and how would we monitor the multiple gallery entrances? This topic will be discussed again at future meetings.

3. Board Elections

Juanita nominated Kris Ortmann for Chairwoman of the Cultural Services Board, Rose Watson seconded. Kris Ortmann accepted the nomination. All approved.

Peggy Schwarz nominated Jan DesJardin for Vice-Chairwoman of the Cultural Services Board, Kris Ortmann seconded. Jan DesJardin accepted the nomination. All approved.

B. Museum Reports

1. Kroh Donation

The Museum receives a yearly disbursement from the Kroh Trust based on a percentage of their earnings. This was to be closed out four years from now. Trustees have decided that they want to disperse the amount that is named out in the will early. The Loveland Museum would get approximately \$630,000 specifically marked *“for the use and benefit of the Loveland Museum to be expended under the direction of the Loveland Museum Board or other advisory board under the control of the City of Loveland. It is the trustees desire that said sum be used for the support and encouragement of art exhibitions and for the acquisitions of tangible permanent art objects.”*

Peggy Schwarz made a motion to accept the funds from the Kroh Trust, Jan DesJardin seconded. All approved. The Board will consider their priorities and options once more information is received from the finance and legal departments for using and keeping these funds and will formally present those plans at a future City Council meeting.

2. Cultural Services Reorganization

With the Curator of Interpretation position being vacant since last fall, Susan has been in the process of considering reorganizing the department. In order to bring more cohesiveness to some of the positions, she met with staff individually to discuss their needs and ideas for reorganizing the department. The following changes have been approved by HR and the City Manager and are currently being implemented at the Museum:

- There will no longer be a “Youth Activities Coordinator” position – Jenni Dobson will assume the new role of “Curator of Education”.
- There will no longer be a “Cultural Events Coordinator” position – Kim Akeley-Charron will assume the role of “Marketing Coordinator”.
- A 30 hour “Graphic Design” position was added and Michelle Standiford will assume that role beginning in April.
- The Administrative Specialist position has been changed to a 30 hour “Office Support Specialist” position. Staff is currently interviewing potential candidates.
- A 15 hour “Registrar” position was added and Jennifer Cousino is currently reviewing applicants.
- A temporary, part-time summer position was added to cover the summer events between May and September.

3. Chagoya

The new Chagoya artwork will not be displayed at the Museum per Enrique Chagoya’s request. It will go to Resurrection Fellowship once completed.

4. Catalyst Project

TST was hired by the City last year to solicit RFPs for a downtown catalyst project. This will be presented to the City on April 11th. Part of this process will be investigating if the Museum expansion can go on the south side of our current location.

5. Action Item Minutes

There has been discussion at management team about adopting a City-wide standard for the way minutes are taken at Board meetings. Nothing has been formalized at this point. In general, the Cultural Services Board was in agreement to shorten the minutes and focus on action items.

C. Rialto Reports

1. Spring Events

In Jan Sawyer’s absence, there was no report on spring events at the Rialto. Susan announced that the new Calendar of Events Brochure will be available soon.

2. Rialto Bridge Update

The contract is still not signed. The process continues.

D. Miscellaneous Items

1. Addressing History Exhibit Rack Card
2. Press Release
3. Huffinton Post article about the *Wailin' Jennys*

III. Adjournment

Next Meeting:

Tuesday, April 26th, 2011 at 4:30 pm.

Motion to adjourn the meeting at 6:00 pm was made by Rose Watson. Kerri McDermid seconded. All approved.

Submitted by Michelle Standiford