



**Commerce City Cultural Council**  
**July 14, 2015**  
**Commerce City Civic Center (First Floor)**  
**MINUTES**

Attendees: Brian Connor, Heidi McNeely, Jim Jacobs, Crystal Elliott, Jadie Carson, Susan Carabajal, Carlotta Barnes, Debra Bullock, Karen O'Donnell

Absent: Troy Younger, Angela VanDijk, Maura O'Neal Vanessa Trujillo, Youth Council Members

**Welcome and Introductions (6:00)**

- Meeting called to order at 6:00

**Regular Business Items (6:05)**

- Approve June 9, 2015 Meeting Minutes
  - o Heidi moved to approve, Debra seconded, All approved
- **FINANCIAL UPDATE**
  - o Financial information provided for June
  - o Carlotta moved to approve, Brian second, all approved
- Heidi circulate monthly hours document for January through June.

**Follow Up on Previous ACTION ITEMS (6:10)**

- Carlotta enrolled CCCC in state non-profit organization
  - o Still no information from Troy on mail documents. Jim to follow up.
  - o Fall Conference is October 29-30. Susan and Carlotta express interest.
    - We have funds for one person and will need to discuss if want to allocate for additional. Finalize at next meeting.

**Committee Follow up and Feedback**

**Music In the Park/Concert Series (6:15)** Members: Troy, Susan and Vanessa

- Report on Music in the Park progress
  - o Weather caused event to be canceled. Trying to re-schedule for August 6. They will come back for \$ 500. Negotiating with Steve at SSS (\$ 740). Already giving us a big discount. Can't lower price any more. Looking at some components like lighting and other equipment requirements to see if can do cost saving there. May be able to adjust price for HomeSlice/Fever to help make up cost for make up show.
  - o Heidi still working on food trucks. One of three are available for new date. Working on getting more.
  - o Already spent total budget for staging. Over by \$ 385 but still have 1600 for talent so we should have enough total funds to re-schedule. In previous years we have had provisions for rain cancelation in contracts. Susan is not sure what is in current year contracts. Debra motion to book Rudy and use SSS production for August 6. Brian second and all approved.
  - o 562 spent on banners and signs for Music in the Park. Total allocated is 800.
  - o Susan to get contracts for Rudy and SSS for August 6.
  - o Subcommittee to put together book in fall to clarify needs for this event.
  - o Jadie suggest maybe move events to August for next year



- Assignment of responsibilities:
  - Troy and Susan to split the MC duties.
  - Wear your shirts.
  - Checks for Bands and production need to be available each night. Brian and Susan will coordinate that.
  - o Spoke with Tim at Parks and Rec regarding grounds requirements at River Run. Have to be careful about grass at SouthLawn and notify Parks and Rec.
  - o HAVE ONE POINT OF CONTACT FOR WEATHER CALL!!!! - SUSAN
  - o Parks and Rec to set up tents and chairs. Karen to get with Troy on talent requirements for tents.
  - o Permits have to be submitted in advance. There is some confusion about exactly what the permitting process and requirements are.
  - o Need to notify Parks and Rec about the banners. They have placed them at Pioneer and will hold on to them and place them for the next three shows. Heidi to give items to Susan for next show. Need to have Council table.
  - o Please announce Chipotle Fundraiser at this Thursday show.

#### **Fund-Raising/Grant (6:30)**

Members: Heidi and Carlotta

- SCFD
  - o Went to allocation meeting. Asked for 5K for MITP and 1K for Art Shows.
  - o We were not expecting much. We were awarded over 8000 dollars!
  - o We got 42% of General Operating Budget 4285. Art Show is at bottom and got 870 for 87% funding. MITP rated last 3250.
  - o Will be meeting with SCFD reps in fall to get feedback and improve.
  - o DenverGives week coming up in August 10 -15, free for non-profits with a budget under \$1 million
- Working on Colorado Common Grant as a form to use for other grant organizations.
- Need to look at other Fundraising for this year.
  - o Sponsorship:
    - List of businesses that might be supportive of our events – they are on the city website.
    - We have draft letters we want everyone to review and discuss further next month. After discussion, Heidi will do edits and send out.
  - o Fundraising ideas:
    - Chipotle Fundraiser – JULY 30
      - 4 hours on a date 5 -9 or 11:30-3. Show flyers (Chipotle will provide a template) or word of mouth / 50% of proceeds go to CCCC. Alex is contact. 3 to 4 weeks to set up. Passout at all concerts/outreach and Facebook.
- Discussion of 'Murder Mystery Mixer' fundraiser
  - o Debra suggest we do a Wine and Cheese in September around Dottie's pool. Jim is concerned this is too short of a timeline to effectively organize and market.
  - o Decided to continue discussion for next meeting.

#### **Marketing/Outreach (6:40)**

Members: Crystal, Angela and Jim

- Signs worked out fine, but needed to check daily. Stick on Info on Food Trucks.
- OutReach event: August 13
  - o Susan and Jim will be there. Brian, Debra and Carlotta there but also involved in other organizations.



- o Angela actively working on FaceBook.

### **Public Art/Art Shows (6:50)**

Members: Maura, Debra and Brian

- Karen: Interviewed public art consultant – Deana Miller
  - o Will inventory and create 10 year plan to determine needs
    - Will also facilitate and set up meetings.
- Maura Absent: Update on ArtReach Program opportunity Tabled
- Update on status of Summer Teacher and Local artist Show
  - o Three teachers from 27J are interested and some Adams 14. August event canceled. Need to figure out a better time.
  - o Other suggestion was to do a Gallery on the go fundraiser.

### **New Business – Miscellaneous Items and Open Discussion (7:00)**

- Debra/Crystal: Discuss possible role/partnerships in a 'Derby Daze' event
  - o Discussions with Brian McBroom - Not enough time to organize for this year.
  - o Crystal suggested expand outreach to the services provided to residents like the bike give away, for example.
  - o Crystal has had preliminary discussions with Eddie Olivas and Maria Gonzales to see what could be done.
  - o Members would like to do some type of event going forward.
  - o Talk about possible times for next year.
  - o We need a plan!

### **ASSIGNMENTS AND ACTION ITEMS**

- Checks for Bands and production need to be available each night.
- Jim will check with Troy on mailed document from Colorado Non Profit Association
- Maura will get information on some upcoming ArtReach events as possibilities to observe.

### **Meeting adjourn at 7:40**

Carlotta moved to adjourn, Susan second, all in favor.

Next meeting: August 11, 2015 (At Civic Center)