



Commerce City Cultural Council
April 12, 2016
Center Heritage and Cultural Center
MINUTES

Attendees: Brian Connor, Susan Carabajal, Heidi McNeely, Carlotta Barnes, Karen O'Donnell, Crystal Elliott, Debra Bullock, Brian Draxten, Jadie Carson, Francine Crusan-Garcia, Debra Bullock, Jackie Maldonado

Welcome and Introductions

- Meeting called to order at 6:03
- Introductions and Welcome New Members.

Regular Business Items

- Approve March Meeting Minutes
 - Brian moved to approve minutes
 - Debra seconded - All approved
- FINANCIAL UPDATE
 - Reviewed budget for April and for MitP.
 - Beginning Balance 11,309.20 (2/29) end 16,309.20 (3/31)
 - Question on HomeSlice band sound. We will pay their guy \$400 instead of SSS \$800.
 - Susan moved to approve.
 - Carlotta second – all approved.
- Complete outside hours document.

Committee Follow up and Feedback

Music In the Park/Concert Series Members: Debra, Susan and Jadie

Locations: Karen has completed permit paperwork for Pioneer Park.

Bands: Hazel Miller contract says remainder to be paid 7 days previous to concert. All have been paid deposit.

Parks: Heidi submitted paperwork a long time ago for Southlawn and has been approved. Trash bins by city or Waste Management? If we need tents for the bands then Karen needs to know because city staff is thin. Decide to put a tent in back of stage at Southlawn. Both bands told Heidi they will be ok with this tent as a place to go. Going forward, the Council should purchase a tent rather than depend on the city. Perhaps we can even do this for this year. Pioneer Park has pavilions. Discussion around whether we need to have one for patrons and if it is being used as intended (for seniors). Thinking maybe it is because of the placement and it was in the sun. The group agreed to not provide additional cover for seniors at Southlawn park. We have the pavilions at Pioneer. We will have a tent for the band at all four concerts with sides.

Production: Take off sound on SSS productions contract for HomeSlice. We will use their sound for \$ 400 instead of \$ 750. Also SSS, 20 by 20 framed tent will be taken off for Southlawn that is \$ 800. Don't need cover or sound from SSS production because they have their own. We do need a generator.



Funk iPhino still need to verify they are ok with our accomodations because their contract states a specific stage size requirements. Debra will check with them. Susan is contacting Hazel Miller and Walker Williams.

To do list to be updated and shared at the next meeting.

Fundraisers: Heidi has secured 4 food trucks for the 14th and 28th: North of the Border, the GG Cupcake truck, Firetruck Crepes and Mobile Melts. Also Laurkrauts agreed for the 14th. All agreed to donate 10% of profit back.

Heidi submitted the paperwork to Chipotle for the fundraiser on July 21st (5 to 9 pm). They donate 50% of profits. We will have flyers before the first concert; and to hand out at all other events. They can only book it 3 months in advance. What about using food trucks at the Conter Center for the Pioneer Park Concert? It should be put on the calendar, but the Historical society is not there at that time so there is no conflict. Karen will check to see if we can do this. Need to include marketing for this – on the banners and flyers! Lawn signs can be put anywhere but we need to watch irrigation for the banners. Problem was that we don't have a stake driver. We need to include two or three people in the plan assigned to signs.

Fund-Raising/Grant

Members: Heidi and Carlotta

Grants: QCF grant approved full amount. SCFD submitted and added the Public Art request. SCFD interview April 28th at 5:40 at Northglenn Rec Center. Deana provided information for Public Art request at Turnberry Park.

Marketing/Outreach

Members: Crystal

- Karen shared the content Jody sent to the group. Discussion and suggestions. Add info regarding FaceBook page – Link to City site and 'Like FaceBook'. Also suggest shortening the sentences. Change 'preserve' to 'support'. Put in something more specific about when the Student Art shows are and link to Page for specifics. 'Concerts' in the Park change to 'Music' in the Park. Debra will get photos to Karen. It would be nice to have it for Outreach and also the MitPark flyers.
- Karen is working with Jody on the flyers for MitP. Suggest flyer for MitP is same or complementary to our banners. All agree with idea and ask Karen to follow up.
- Heidi has enrolled CCCC in the Memorial Day Parade. What about inviting Art show student winners to Walk in the Parade. Also invite previous members. We will have one more meeting before then and can finalize parade plans then.
- Had interviews for new position but no applicant accepted so they are doing a second round.

Public Art/Art Shows

Members: Debra and Brian

- Presentation to City council will be Monday, April 18. Taking applications for public art committee members for next projects: Turnberry, Buffalo Run and new Rec Center. Susan wants to be on one. Applications distributed to group. Heidi interested in Turnberry. Debra wants to do Rec Center. Susan will do Buffalo Run. Brian C and Brian D also interested in serving and will chose one.
- Submitted request to SCFD for Turnberry Park public Art for about \$10K.
- SD27J art show at Armory: Setup is April 15 from 8 to 3. Brian will be there 8 til noon. The reception is April 18th from 4 to 6 with awards at 5:30. Susan and Brian will be there.
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- QCF grant recognition is that same night at 7PM. Take down not decided but generally up for 2 weeks. Our funds provided ribbons, awards/gift cards and hangers last year. 27J and Charter schools are involved. Jadie wants to be notified of Commerce City winners to be mentioned at City Council. Also have 'Best of Show' and Superintendent Award'.
- Adams 14 Art Show: Show is May 2 from 5 to 7 at ACHS. Award ceremony will be at 5:30. Brian, Debra, Susan, Francine, and Heidi will be there. Food to be set up at 4:30. Discuss using their catering program for this. No assistance requested for set up or take down.
- Brian showed flyers with our logo for both shows.

New Business – Miscellaneous Items and Open Discussion

- No time to discuss contact letter – Will work on it for next meeting. Use to get businesses there this year and ask for sponsors for next year.
- Conter Center: Current lease for 2 years is ending in June. Have to notify 90 days before but also has a 30 day window. Met there last month and felt it was too small to use for meetings on a regular basis. Renews automatically each year with additional \$10 each year. Open up for discussion. That is inexpensive for storage! Is there a way to keep it at 120 annually? That way we are still supporting it. We could also do parking lot events. Could put up tents. We were going to do a 'Gallery on the Go' event and suggest we could do smaller events. We do have our items stored there and that is helpful. We want to meet with someone from the city. Karen will find out who we need to talk to about this.
- Derrick: OutReach June 9th at Fronterra – August 11th at Pioneer Park (not registering yet).
- Google Drive – Heidi demonstrated the features. She is still working on individual permissions. Discuss what key documents need to be posted there. It will help with continuity as well. Not all documents. Minutes but not Agendas, for example!
- Rec Center scheduled to open January 18, 2018. Would be nice to have some event / presentation for that. Can start planning in August after MitP.
- Historical Society Luncheon on May 1.
- DIA train starts on April 22 with events at all stations on the 23rd with free rides. Kite masters as Pena station.
- Carlotta will be leaving and will need a replacement secretary for the remainder of the year.

ASSIGNMENTS AND ACTION ITEMS

- Every board member to follow up with invitations for new members
- Karen to research city contact about Conter Center contract
- MitP committee update "to do" list for meeting review
- Debra to get photos to Karen
- Karen working with Jody on MitP flyers and pamphlet.

Next meeting: May, 2016 at the Civic Center at 6:00 PM

Focus will be: Memorial Day Parade, Marketing materials & Music in the Park

Meeting adjourned at 7:40 p.m.

Motion: Brian

Second: Jadie

Approved unanimously

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Comment [J1]: Not sure we agreed on this?