



Commerce City Cultural Council Annual Retreat December 12, 2017 MINUTES

Call to Order/ Roll Call 6:05 p.m.

Present: Ed Hanson, Debra Bullock, Jacob Wilson, Crystal Elliott, Kristi Douglas,
Absent: Bryan Draxten, Cathy Teter, Heather LaCrue, David Soucie

Welcome and Guest Introductions

Regular Business Items

- Approve November Meeting Minutes
Motion to approve by Kristi Douglas. Seconded by Debra Bullock. Unanimously approved

- Financial Update

Motion to approve by Kristi Douglas. Seconded by Jacob Wilson. Unanimously approved

- Treasurer

The board will continue to look into what the board's options are

- New social media person
 - o President Hanson recognized and thanked new social media person, Crystal Elliott.
- Complete outside hours document (not completed by members at September meeting)
Document was given to members to fill out.
- Welcome New Members or Guests:

Committee Reports and Discussion

- Fall Student Art Show
 - o What worked
 - Excellent comments from attendees/families
 - Works well with the tree lighting
 - o Suggestions
 - More food
 - Reserved seating for our special guests with names of guests on seats.
 - Ask Jaramillo family to say brief comment during event.
- Music in the Park Concert Series (6:30)
 - o https://docs.google.com/spreadsheets/d/1_ceWvdrhWIEVF_r7e5V2Qy9WFX7OZfs_ZA9k_YlSglA/edit?usp=sharing
 - o Food Truck choices
 - Staff liaison proposed picks and options
 - o Sponsorship/Partnership sign-ups
 - Staff liaison will send out sponsorship materials via USPS. She will also send copy of letter, sponsorship list and letter to membership for reference.
 - o Band recommendations-
Deb will contact Amelia & Rudy B to perform together and staff liaison will contact the rest to check availability for designated dates/parks. If that doesn't work, staff liaison will contact rest of bands for availability and price.
Southlawn: Bluez House and Snapshot
Pioneer Park: Chicano Heat and Amelia/Rudy Bustos
 - o Locations and permits



- Permits were not being accepted until the new year. Staff liaison will check in January.
- o Fundraising
 - Board will continue to do Chipotle night and will adopt a Subway night.
- Grants (7:30)
 - o SCFD Tier II Grant Writing Tutorial in January
 - o QCF dates
 - <http://www.c3gov.com/government/boards-commissions/quality-community-foundation/grants>
 - **Technical Assistance Sessions**
 - **Session One:** January 10, 2018, Civic Center Building, Room #3109, 5-8 p.m.
 - **Session Two:** January 13, 2018, Civic Center Building, Council Chambers, from 9 a.m.-12 p.m.
 - **Jan. 31:** Grantee report deadline
 - **Feb. 2:** Grant in-take deadline
- Public Art/Others (7:40)
 - o Public Art status on public art projects:
 - Staff liaison gave a brief report back on public art statuses.
 - o Commerce City Arts & Cultural Master Plan
 - Commerce City Arts & Cultural Inventory
 - Ed sent that out to the membership
- Ways to collaborate with other groups/organizations
 - o Board members will bring different group names to bring back and talk about

New Business – Miscellaneous Items and Open Discussion (7:50)

- Board Recruitment (7:50)
 - o Give input for board interviews
 - o Define expectations and roles for new members
 - o Promote during public forums/events/outreach
 - o Step up marketing and personal asks. Staff liaison will check in with communications about the following:
 - Inclusions of openings more often
 - Front page of connected
 - o Crystal Elliott will continue to promote on social media.

Member Comments/Announcements (7:55)

Christmas lights bus tour - 12/16 Hosted by CC Historical society

Adjourn 7:33 p.m.

Next meeting: January 9, 2017