



Commerce City

7887 E. 60th Ave.
Commerce City, CO 80022
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Meeting Minutes

Cultural Council

Tuesday, March 14, 2017

6:00 PM

Room #2108

1. Call To Order/Roll Call

Present 10 - Debra Bullock, Brian Connor, Brian Draxten, Crystal Elliott, David Soucie, Edward Hanson, Francine Crusan-Garcia, Heidi McNeely, Jacob Wilson, and Susan Carabajal

Absent 3 - Dee Saiz-Lamberson, Jackie Maldonado, and Jadie Carson

2. Business Items

Approval of Minutes

Motion to approve edited minutes from Feb. 15, 2017 by Heidi McNeely. Seconded by Edward Hanson. Unanimously approved

Note: edits are as follows

- Item 3. GG Cupcakes should be GiGi. Add a "c" in audience. Capitalize E in Eddie.
- Item 7. Replace the word "the" with this

Financial Update

Treasurer Soucie provided a brief update. \$16,853 in the account. New nonprofit account with 1stBank, located at 104th Avenue & Chambers Road. Treasurer will add Daniela and Susan to account.

Outside Hours Document

Distributed among board members

Bylaw Review

Board members reviewed recent bylaw document. Jacob expressed concern about event planning vs. stated purpose of the board. Board members discussed issue and noted the shift in approach needs to be broader discussion. Minor grammatical edits (extra periods) within document will be addressed prior to routing document for signatures. Motion to approve made by Debra Bullock. Seconded by Edward Hanson. Approved unanimously.

Elections

The Board acknowledged the resignation of President Edward Lanyon. Consistent with the bylaws, the Board needs to elect a president to serve the remainder of the term through 2018. David Soucie nominates Edward Hanson, Susan Carbajal seconded. Edward accepted and no other nominations were received. Approved unanimously.

Memorial Day Parade

- Francine will provide corvette for parade entry. Brian C. has banners for placement on car. Susan, Francine, Bryan, Ed and Crystal will walk parade. Jacob participation is TBD. Please wear CC t-shirts.

- *Action Items:*
 - o *Brian C. bring banners next meeting.*
 - o *Daniela will register the Cultural Council parade entry.*
 - o *No candy distribution only fans. Daniela will order same amount as last year.*
 - o *Council will consider float with band entry in 2018.*

3. Sponsorships

- 3. *Sponsorships*
 - *In addition to the \$500 from Tammy Bauer law firm and \$250 from Denver Folklore, Cultural Council has secured \$1,000 from United Power (\$500 for each event) and \$500 from Lokal Homes. Les Schwab won't be able to do the title sponsor but willing to do smaller amount this year. Key Bank, Shea homes are no. KGNU is an in-kind advertising sponsor.*
 - *Cultural Council exceeded its goal of \$2000 in sponsorships; currently at \$2200.*
 - *Dion's and Metrowest PCS are tentative; suggested reach out to Derby-based dentist.*
 - *McDonalds and King Soopers will donate \$25 gift certificates for giveaways*

4. Music in the Park

- a. *Susan apologized for last month's presentation of band information and committed to start in October.*
- b. *Heidi has confirmed Bucks BBQ, North of the Grill, GiGi Cupcakes, and Sweet Cow Ice Cream for both Southlawn concerts. LauerKrauts will be an addition on the 27th. The City is able to accommodate food trucks at Pioneer Park; Council will secure dessert trucks for both events and entrée truck for the non-Chipotle fundraiser night.*
- c. *Debra provided a concert procedure document for all members.*
- d. *Council edited the flier, including deleting the 2017 series language, adding food trucks, sponsors by date, reducing font size on cultural council, and updating logos. Michelle will work with Daniela to update and provide copies/posters for next meetings.*
- e. *Council reviewed the survey and suggested deleting questions 4 and 6, moving question 7 to before question 2. Board members suggested making it a half page front/back, as well as looking at phone apps, online/iPad, boxes, or marble/ball/dot surveys. Staff will bring options back for next meeting.*
- f. *Also desire to collect business cards for future contact – fishbowl.*
- g. *KGNU will advertise before concerts and play music; will have a tent/table at each event.*
- h. *Susan will invite Swallow Hill to present information at the next meeting (6:30-6:45) on available programs that could engage youth at event. Lost funding so Cultural Council would need to fund their instrument petting zoo, instrument teaching or intermission kazoo. Members are interested in hearing a proposal, but concerned about setting event outside of the concert timeframe, so would need to complement.*
- i. *Music in the Park election-type signs need to be ordered – Daniela just needs the number. Banners can also be printed in-house by city for pioneer park stands. Staff will coordinate.*

5. Budget/Grants

- a. *Staff working on SCFD grants, which are due March 24. Board discussed desired interview times for the SCFD. Michelle will confirm with Adams County. Heidi, Edward and Jacob will review grant information.*
- b. *Edward submitted QCF grant.*

6. Miscellaneous & Announcements

Needed Purchases

Crystal will seek quotes for 20 t-shirts, name tags, hats as well as pens, paperweights. Staff can help if needed. Third-party logos on shirts/materials if donated.

Art Shows

Brian reported 27J will be May 1 at Brighton Armory

Adams 14 will be May 4 at Adams City High School

Jeannie offered to donate 10x4 wall displays for shows. Need to coordinate pickup and drop off.

7. New Business

Edward thanked everyone for vote of confidence. Would like to identify photographer for events nad historian. Also like to see articles about cultural council in newspaper and city newsletter. Will add for future meeting agenda item.

7. Adjourn

Meeting adjourned at 7:40PM