

SCFD BOARD OF DIRECTORS MEETING

March 22, 2012

1:00 pm

Brighton Cultural Commission

Meeting Minutes

SCFD Board members present: Chair Kathryn Spuhler, Secretary Kathleen Stapleton, Treasurer Bob Grant, Khadija Haynes, Councilwoman Peggy Lehmann, Dan Hopkins, Dave Montez and Kathy Kucsan

SCFD Board members absent: Vice Chair Joseph Arcese, Shepard Nevel, and Jim Martin

SCFD staff present: Executive Director Peg Long, Program Manager Nancy McCamey, Program Manager Jessica Clare, Office Administrator Sheila Mieger, Program Assistant Erica Barclay

1. Introductions and Approval of Agenda

Kathryn Spuhler called the meeting to order at 1pm, followed by introductions. A quorum was present. The agenda was approved after Dan Hopkins and Bob Grant were sworn in.

2. Oath of Office

Kathryn swore in Dan Hopkins, Arapahoe County Appointee and Bob Grant, Adams County Re-Appointee.

3. Approval of February 23, 2012 Board Minutes

Khadija Haynes motioned to approve the minutes. Dan Hopkins seconded. The motion passed.

4. Approval of February 9, 2012 Board Minutes

Kathy Kucsan motioned to approve the minutes. Bob Grant seconded. Bob Grant and Dave Montez suggested changes to page 4 and attachment 5. The motion passed with approved changes.

5. Reports

5.1 Treasurer

Bob Grant reported the January 2012 SCFD sales and use tax revenue was \$3,387,812.08. This compares to January 2011 tax revenue of \$3,089,437.65. The variance is \$298,374.43. This is a 9.65% increase in 2012 over month-to-date (MTD) and year-to-date (YTD) 2011.

5.2 Chairman

Kathryn Spuhler reported she recently attended:

- 2012 Pacesetter Awards in Boulder at which Kathy Kucsan received an award for her significant contributions to Arts and Entertainment. She found the ceremony to be inspiring.
- 2012 CBCA luncheon in Denver. Kathryn thanked Deborah Jordy and her staff for a wonderfully produced event. She thanked the SCFD Board members for attending.
- Tier II stakeholders session at Hudson Gardens. 21 current Tier II organizations and Historic Denver attended. Kathryn mentioned Adam Lerner's comment regarding the collaborative spirit between cultural organizations in the Denver Metro Area. He believes this spirit is due to the SCFD. In previous cities he has worked, the spirit has been one of competition not collaboration. She thanked the SCFD Board members for attending.

Kathryn is convening a small group to discuss how the cultural education ideas raised during the board planning sessions over the past several years might be moved forward. Kathy Kucsan will be joining the discussion group. Kathryn mentioned Ann Spear is the new chair of the Douglas County Cultural Council.

5.3 Executive Director

Peg Long reported on the following:

- Read a thank you letter from Jim Harrington.
- Tier II Stakeholder Input Session held on March 13 went very well. Engaged Public will prepare a similar report to the Tier III summary. She would like to schedule the Tier I input session for early fall.
- Rex Morgan 2012 – staff should be able to complete a plan for the 2012 event and identify role for Tier I organizations by June.
- GrantsOnline™ implementation update – Tier I and Tier II Certification Reports were online last year; Tier II Qualification Application is online this year, working on Tier III form for 2013 implementation.

5.3.1 Budget Process Presentation

Peg thanked Joseph Arcese for raising his question regarding the fund balance variance at February's board meeting. That question, and the complexity of a proper response, created an opportunity to better explain the SCFD budget process to the Board. It also caused SCFD staff, accountant and auditor to examine historic budget practices in an effort to bring more accuracy and clarity to the fund balance reporting portion of the budget process. As Executive Director of the SCFD, Peg annually creates and manages two budgets: the \$40+ million in revenue distributed to 300 eligible organizations, and the \$480,000 administrative budget. Peg then gave a presentation to the Board regarding the process. Peg, with input from the accountant and auditor, recommended that she review the budgeted fund balance in June or July following adoption of the prior year audit and recommend any adjustment to the budgeted fund balance be made through a Board resolution. After discussion the Board agreed. The Board thanked Peg for the presentation and her work on the budget. They appreciate that she is conservative in her revenue projections.

5.3.2 Distribution Dates

Peg alerted the Board to the distribution dates for 2012.

6. Other Matters

Kathryn Spuhler asked the Board how they wish to follow up on the 2012 action items created at the February planning session. The Board agreed to meet following regularly scheduled meetings in April (technology), possibly May and in June. Dave Montez suggested possibly adding the marketing/public relations items to the May agenda in which Tier I staff will be present. Bob Grant also suggested the Board discuss the SCFD administrative reserves and discuss ways to increase the operating budget or administrative share (June). The Board agreed this discussion needed to be had sooner rather than later. Peg will invite Melanie Layton and Floyd Ciruli to the June meeting. Kathryn said she and Peg will prepare documents to assist with these discussions. Peggy Lehman mentioned she has been looking at foundation and non-profit budgets and no one has administrative costs as low as the SCFD. Kathryn and Peg will present an agenda for these sessions.

Kathy Kucsan mentioned she attended the Dairy Center's Bike Art event. 1,600 people attended. She gave the Board Bike Art bookmarks featuring the recently approved modified SCFD logo for the event.

7. Public Comment

Steve Wilson, Mizel Center, announced the MACC's renovated theatre would be opening that weekend and thanked Board members for attending the opening ceremonies.

8. Adjournment

The meeting was adjourned at 2:45pm.


Secretary