

SCFD BOARD OF DIRECTORS MEETING
January 24, 2013
1:00 pm
City and County of Broomfield Cultural Affairs Division
Meeting Minutes

SCFD Board members present: Chair Kathryn Spuhler, Vice Chair Joseph Arcese, Secretary Kathleen Stapleton, Treasurer Bob Grant, Councilwoman Peggy Lehmann, Shepard Nevel, Dan Hopkins, Hal Logan, Damon O. Barry and Kathy Kucsan

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

1. Introductions and Approval of Agenda

Kathryn Spuhler called the meeting to order at 1pm followed by introductions. A quorum was present, and the agenda was approved.

Karen Gerrity, Cultural Affairs Manager for the City and County of Broomfield, welcomed the Board to Broomfield. She introduced her assistant Cheryl German as well as Karen Douglass and Clint Huber, members of the Broomfield County Cultural Council.

2. Oath of Office

Kathryn Spuhler swore in Hal Logan, gubernatorial appointee.

3. Approval of November 15, 2012 Board Minutes

Kathy Kucsan motioned to approve the minutes. Joseph Arcese seconded. Motion to accept the minutes passed.

4. Resolution 13-01: Pertaining to Posting of Public Meeting Notices

Bob Grant read and motioned to approve Resolution 13-01. Kathleen Stapleton seconded. The motion passed.

5. Reports

5.1 Treasurer

Bob Grant reported the November 2012 SCFD sales and use tax revenue was \$3,634,434.36. This compares to November 2011 tax revenue of \$3,479,459.30. The variance is \$154,975.06, a 4.45% month-to-date (MTD) increase over MTD 2011. The total 2012 year-to-date (YTD) sales and use tax revenue is \$41,097,960.98. This compares to YTD 2011 revenue of \$37,942,585.15. The variance is \$3,155,375.83, an 8.32% increase over YTD 2011.

5.2 Chairman

Kathryn Spuhler reported the following.

- A letter signed by all SCFD board members thanking County Cultural Councils for their services was mailed.
- She thanked the Board for their input regarding the Executive Director performance review. Kathryn thanked Peg Long for a job well done.
- The Arts Education Committee would like to create a cultural asset map, i.e., a tool to access scientific and cultural programming in the District. The team is developing a needs assessment survey to determine the level of interest there for such a tool.
- She reminded everyone of the Board Planning Session, April 11, 8 am-12:30 pm at Lone Tree Arts Center.

5.3 Executive Director

Peg Long reported the following.

- The annual eligibility cycle has concluded. Sixteen new eligibility applications were received. Six reviews of currently eligible organizations were requested by County Cultural Councils. Of the 16 new applicants, 3 were deemed eligible, 13 were ineligible. Of the six organizations whose eligibility was reviewed, one was deemed ineligible. Eligibility of the other five was confirmed. All newly eligible organizations will be Tier IIIs.

The Board asked how communication regarding a determination of ineligibility is handled. Peg stated that a currently eligible is informed of the Council's request, and staff communicates with the organization during the review process. Staff communicates with new applicants if there are questions or additional information is needed to conduct the review. For all organizations found ineligible, staff sends a letter by mail as well as an email alerting them to the decision and informing them of the SCFD appeal policy, which begins with a written appeal to staff. If staff still finds the organization is ineligible, the organization can appeal to the Board pursuant to the board's formal appeal process. No organization appealed to the Board this year. If any organization did appeal to the board during an eligibility cycle, it would come before the Board in January or February. Unaudited financials for 2012 show ending fund balance net \$39,000 higher than projected. Although interest income was \$10,000 less than budgeted, 2012 revenue for the first 11 months was somewhat higher than budgeted (\$21,900) and expenditures were about \$54,000 less than budgeted.

- In December Peg and Dan Hopkins met with Dorothy Horrell and Susan France of the Bonfils-Stanton Foundation regarding the \$10,000 grant the Foundation is awarding SCFD to continue its stakeholder and community engagement process.
- Staff has conducted two of the three scheduled grant workshops to introduce Tier III organizations to the new GO™ Grants system. The grant deadline for multi-county applicants is March 13th. The first of the seven single county applicant deadlines is March 15th, and the last is April 19th. County cultural council grant interviews begin the first week of April.
- Peg unveiled the re-design of the SCFD website, which was developed on a fast-track basis due to the fact that 40% of current visitors access the website using a smart phone or tablet. The new site focuses more on the public's use of the site, Free Days and Job Board. The site was designed by Claypot Creative. The management of the new site is cloud based. This allows for cross training of staff to maintain the system internally rather than relying on a third party to make updates.

5.4 Public Awareness Committee Update

Dan Hopkins reported the committee is back on track after Dave Montez's departure. The first goal for the group is to create a public awareness tool-kit for organizations to use. He thanked Kristy Bassuener of the Denver Art Museum for her help and leadership. Kristy reported the committee is made up of organizations representing all Tiers and all counties. The next meeting will be April 23, 2013. Kristy, Dan and Peg met with Floyd Ciruli on his plan to conduct public polling on the awareness of the SCFD. He is supportive of the committee.

6. Election of Officers

Joseph Arcese referred the Board to the recommended slate of officers for 2013:

Chair – Kathryn Spuhler Vice Chair – Kathy Kucsan
Treasurer – Dan Hopkins Secretary – Peggy Lehmann

Everyone agreed to accept officers as recommended. Kathleen Stapleton, Joseph Arcese and Bob Grant were thanked for their service.

7. Other Matters

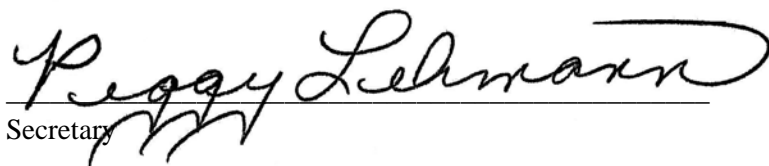
Peggy Lehmann announced the City of Denver, through Arts and Venues Denver, is launching a cultural plan project. 100 people have been asked to participate. A timeline for the project has not been determined at this time. Nancy McCamey will be participating.

8. Public Comment

Jane Potts gave an update on Cast3. They currently have 98 members. They are working on creating bylaws and applying for 501c3 status. Cast3 received a grant from the Denver Foundation. Jane has had a booth at SCFD grant workshops to increase awareness of the group.

9. Adjournment

The meeting was adjourned at 2:14 pm.


Secretary