

**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 13<sup>th</sup>. The first of the seven single county applicant deadlines is March 15<sup>th</sup>, and the last is April 19<sup>th</sup>. 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  
Treasure – 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

## SCFD BOARD OF DIRECTORS MEETING

February 28, 2013

1:00 pm

Buntport Theatre

Meeting Minutes

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

**SCFD Board members absent:** Vice Chair 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.

Sam Schmitz, Company Member at Buntport Theatre, welcomed the Board. She shared that the theatre company has been in existence for twelve years. They only produce original works.

### 2. Approval of January 24, 2013 Board Minutes

Damon O. Barry motioned to approve the minutes. Peggy Lehmann seconded. Motion to accept the minutes passed.

### 3. Resolution 13-02: Pertaining to Adjustment of Appropriation and Distribution of 2012 Funds Collected

Kathryn Spuhler read Resolution 13-02. Shepard Nevel motioned to approve it. Kathleen Stapleton seconded. The motion passed. The Board asked Peg Long what she planned to do with the additional funds. Peg replied the additional funds will reduce the amount of reserves needed to balance the budget. Steve Wilson of the Scientific and Cultural Collaborative (SCC) asked if this resolution included election costs recovery. Peg responded that no election costs were recovered from 2012 revenue.

## 4. Reports

### 4.1 Treasurer

Dan Hopkins reported the December 2012 SCFD sales and use tax revenue was \$4,494,459.47. This compares to December 2011 tax revenue of \$3,959,207.38. The variance is \$535,252.09, a 13.5% month-to-date (MTD) increase over MTD 2011. The total year-to-date (YTD) sales and use tax revenue for all of 2012 was \$45,592,420.45. This compares to YTD sales and use tax revenue of \$41,901,792.53 for all of 2011. The variance is \$3,690,627.86, an 8.8% increase over 2011.

### 4.2 Chairman

Kathryn Spuhler reported the following:

- Kathryn and Peg attended a meeting of Citizens for Arts to Zoo (CATZ) on February 5th. CATZ adopted its 2013 budget and has made plans to have Floyd Ciruli conduct initial polling. Floyd will be presenting at the SCFD Board planning session in April.
- Kathryn and Peg met with the leadership of the Colorado Symphony Orchestra. They will be providing Peg Log quarterly financial updates. Kathryn feels comfortable with SCFD funding the Symphony.
- Attended many cultural offerings this past month including The Denver Center for the Performing Arts' New Play Summit and the mastodon exhibit at the Denver Museum of Nature and Science.

### 4.3 Executive Director

Peg Long reported the following.

- As required by C.R.S. §32-13-107(3)(b)(I)(C), the Tier II qualifying threshold is adjusted each year by the annual change in the Denver-Boulder-Greeley Consumer Price Index (CPI) for all urban consumers, all goods, as published by the United States Department of Labor Bureau of Labor Statistics. According to information

released by the BLS on February 21, 2013, for 2012, the CPI was 2.1%. The 2013 threshold for all organizations to qualify for Tier II is: \$1,473,231.96 (\$1,442,930.42 x 1.021).

- The FY 2012 SCFD audit is scheduled for the week of April 29-May 3, 2013.
- Met with Greg Carpenter of Opera Colorado regarding budget and programming modifications. \$1 million has been trimmed from the 2013 budget. This year and next the Opera will reduce the number of productions from three to two. The Scarlet Letter will be produced in 2015 when it returns to a three-opera season. In addition, the Opera has launched an aggressive, multi-faceted \$1.2m fundraising campaign to address short-term cash needs; the annual fund drive will continue as well. Opera Colorado will provide SCFD quarterly financials.
- CBCA Arts Awards luncheon will take place March 13<sup>th</sup>.
- Met with Colorado Business Bank. They are unable to continue offering the interest rate SCFD is currently getting. Dan Hopkins motioned for Peg Long to obtain bids from other banks. (A formal RFP process is not required.) Kathleen Stapleton seconded. The motion passed.
- Peg asked Melanie Layton, SCFD lobbyist to inform the Board about House Bill 13-1272. RTD is working on a bill to streamline the sales and use tax collection process. Melanie reported the proposed bill would align RTD and SCFD sales and use tax collection with the state. Currently each entity collects taxes on slightly different items. Currently the bill has bipartisan support. Melanie was hoping to have more details for the Board but doesn't expect to get them for another week. The Board postponed making a decision to support the bill until more information could be presented. The Board agreed to hold a special meeting, if necessary, to discuss the bill once all the information is available.

## 5. Other Matters

Kathleen Stapleton informed the Board there is an underground parking garage at Lakewood Cultural Center, the location of next month's board meeting.

## 6. Public Comment

Floyd Ciruli commented that RTD has a great lobbyist. He sees the proposed sales tax bill as a low key administrative bill. He also shared that James Harrington is the new chairman of CATZ. Also serving on the executive committee is Joe Blake, vice chair, Alice Lee Main, secretary and Bob Rich, treasurer.

John Bunting asked if the Board expects much movement between Tier II and Tier III organizations. Peg Long reported that it is too early to tell but at least one Tier III will be returning to Tier II.

Charlotte D'Armond Talbert, coordinator of the SCC, requested that Board members who have connections to Adams, Boulder, Denver and Jefferson schools, encourage them to apply for the SCC Alliance Project grant. She also gave each Board member a "Golden Ticket." The volunteer coordinator committee of the SCC established the "Golden Ticket" program to thank volunteers. The ticket is good for discounts at eleven organizations.

Philip Sneed, the new Executive Director of the Arvada Center for the Arts and Humanities, introduced himself. He most recently worked as the Executive Director at the Colorado Shakespeare Festival. His first job was as an actor at the Arvada Center.

## 7. Adjournment

The meeting was adjourned at 2:10 pm.

  
Secretary

# SCFD BOARD OF DIRECTORS MEETING

March 28, 2013

1:00 pm

Lakewood Cultural Center

Meeting Minutes

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

**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.

Diana Wilson, City of Lakewood Mayor pro tem, welcomed the Board to the Lakewood Cultural Center. The Center is a regional hub for local artists and touring acts. It is a venue for many SCFD funded organizations. SCFD dollars are vital to the Lakewood community stated Diana. Kathy Hodgson, Lakewood City Manager, thanked the SCFD for helping bring culture and arts to the citizens. Both officials thanked Kathleen Stapleton for the contributions she has made to the City and the County.

## 2. Oath of Office

Kathy Kucsan swore in Kathryn Spuhler, Douglas County appointee for a second term. Kathryn Spuhler swore in, Kathy Kucsan, Boulder County appointee for a second term. Kathryn Spuhler swore in, Elaine D. Torres, gubernatorial appointee. Elaine made a short introduction, sharing that she is the director of community affairs at News4, lives in Lowry and has a young son.

## 3. Approval of February 28, 2013 Board Minutes

Hal Logan motioned to approve the minutes. Kathleen Stapleton seconded. Motion to accept the minutes passed.

## 4. Reports

### 4.1 Treasurer

Dan Hopkins reported the January 2013 SCFD sales and use tax revenue was \$3,298,645.83. This compares to January 2012 tax revenue of \$3,387,812.08. The variance is (\$89,166.25). This is a 2.63% decrease in 2013 over month-to-date (MTD) and year-to-date (YTD) 2012.

### 4.2 Chairman

Kathryn Spuhler reported that the SCFD Taskforce for Education Programs and Services (STEPS) committee met with Gully Stanford regarding possible community partnerships. Emily Hall, former SCFD intern, will be presenting on behalf of STEPS at the Scientific and Cultural Collaborative Inter-tier Arts Education Summit on April 4.

### 4.3 Executive Director

Peg Long reported the following.

- 2013 ACH distribution dates are: March 15 (Tiers I & II), June 14 (Tier I), September 16 (Tiers I & II), December 16 (Tiers I & II).
- Banking requests for submissions went out to eight PDPA-qualified banks last week. The deadline for submissions is April 19<sup>th</sup>.
- Peg gave each Board member an updated Budget Projection handout. Without an increase in interest rates or the .75% administrative allocation SCFD will deplete its reserves prior to 2016. The interest rates are not likely to go up before that time, and if they do, they are not likely to go up by much. Dan Hopkins asked each Board member to consider ways for SCFD to acquire the administrative funds needed to continue. One option is to go to the

legislature in 2015 asking for the administrative percentage to increase at the time of signing the bill; but still maintaining the public vote in 2016. This topic will be on the April 11 planning session agenda.

- New website and social media update – Since the launch of the new website on Feb. 1, the site has had 26,308 visits. The “Free Days” page is the most visited. 28% of visitors are using mobile devices including tablets. The average time spent on the website is 1.25 minutes, which is an increase over the old website. The site has seen high referral traffic from Facebook, Denver Botanic Gardens and Denver March Powwow. Most of the visitors are from Denver. SCFD currently has 1,808 friends on Facebook and 647 people following on Twitter.
- Peg attended a hearing on House Bill 13-1272.
  1. Multiplier used by the fiscal analyst is .6% increase, or the equivalent of about \$252,000 on \$42 million
  2. Amended effective date of January 1, 2014 instead of July 1 to eliminate \$90,000 DOR fiscal note for printing and mailing coupon books mid-year
  3. Some TABOR concerns expressed re: “new” taxes on soft drinks, candy & cigarettes (also food in containers)
  4. Bill drafter said Mesa County Supreme Court opinion deemed tax increases that are less than the cost of a TABOR election would be considered *de minimis* and not in violation of TABOR
  5. Majority of committee questions addressed to RTD
  6. Lobbyist will request that bill sponsor obtain written confirmation from DOR that SCFD will not be charged fees for software revisions to align SCFD taxes with the state’s

Melanie Layton, SCFD lobbyist, reported North Metro Chamber, Denver Chamber and C3 supported the bill. Colorado beverage association was against it. The bill will go to appropriations next. There is not a fiscal note attached so it should move through quickly. The amount of money SCFD would net is not and cannot be certain. Melanie feels the bill will pass regardless of our support, but SCFD’s support would be appreciated. Peggy Lehmann sees SCFD supporting the bill as good government. It makes tax collection easier to understand and facilitate.

Bob Grant motioned to support and endorse House Bill 13-1271 and direct SCFD lobbyist, Melanie Layton, to act accordingly at her discretion to communicate the Board’s support. Peggy seconded. The Board asked Melanie if the advantages outweigh the risks. It is not without risk, replied Melanie, but she felt the benefits do outweigh the risk. Melanie will focus on the new legislators and use this as an opportunity to educate them about what the SCFD is and its benefits. Peg Long was asked her opinion. She thinks the Board should support it. Dan Hopkins offered an amendment to Bob’s motion – in order to facilitate and simplify tax collection and to insure better accuracy of tax collection. Bob accepted the amendment. All voted in favor.

## 5. Other Matters

The Board thanked Kathleen Stapleton for six years of service. Kathryn Spuhler read a proclamation honoring Kathleen.

## 6. Public Comment

Steve Wilson, co-chair of the SCC asked the Board if a bill was brought to the legislature in 2015 would it include all proposed changes to the statute or just the administrative share. Dan Hopkins replied that he feels the whole bill would have to be presented but only the administrative change would take place immediately. Steve also asked how the election cost recovery of \$100,000 would be handled. Peg Long said each year’s recovery from Tier I and II organizations would occur proportionally over the September, December and March distributions. The funds would be recovered from Tier III prior to the county allocations in the following year, i.e., 2014. Steve reported Citizens for Arts to Zoo (CATZ) presented at the last SCC meeting. Kathryn Spuhler asked Steve if this was the first year all Tier Is have been members of the SCC. Yes, said Steve, although the DCPA has always been a member. Kathryn asked if having them part of the SCC has changed the organization’s budget. He said that currently their budget is set up such that any “extra money” goes into the pathways program. Additional funds have allowed for the existence of a marketing budget. Steve said there could be further changes to the budget structure in the future including some administrative help for Charlotte D’Armond Talbert, coordinator of the SCC.

Kathy Spuhler reported she attended Colorado Ballet’s dress rehearsal of Light. She strongly recommended people attend the performance. Marie Belew Whitley, Executive Director of the Colorado Ballet said there were four performances left. She offered Board discounted tickets.

Malik Robinson and Cleo Parker Robinson of New Dance Theatre dba Cleo Parker Robinson Dance asked the Board if they could and would be willing to reverse SCFD staff's decision not to accept their Tier III multi-county grant due to it being incomplete. New Dance had all the information required but, due to an error on the organization's part, the application did not include all of the required information. After a lengthy discussion, including hearing comments from County Cultural Council members, the Board thanked Malik and Cleo for all that their organization does for the public. The board took no action on the request on the grounds that the Board does not have jurisdiction to do so. A determination of whether a grant application is complete or submitted by the deadline is based on agreed upon county criteria and is a County Cultural Council decision. All seven councils have formally assigned their authority to enforce grant application compliance requirements to SCFD Staff. It was confirmed that the organization could still move forward with its grant application to Denver County. Cleo thanked the Board for considering the request.

#### **7. Adjournment**

The meeting was adjourned at 3:40 pm.

  
Secretary

## SCFD BOARD OF DIRECTORS MEETING

April 25, 2013

1:00 pm

Rocky Mountain Bird Observatory

Meeting Minutes

**SCFD Board members present:** Chair Kathryn Spuhler, Vice Chair Kathy Kucsan, Treasurer Dan Hopkins, Secretary Councilwoman Peggy Lehmann, Joseph Arcese, Bob Grant, Rob Johnson, Elaine D. Torres, and Damon O. Barry

**SCFD Board members not present:** Shepard Nevel and Hal Logan

**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 1:05pm followed by introductions. A quorum was present, and the agenda was approved.

Tammy VerCauteren, Executive Director of Rocky Mountain Bird Observatory (RMBO), welcomed the Board. The Old Stone House was built in 1818 on five acres of land. 130 species of birds have been spotted on the property. The late season snow and cold weather has caused some birds not to hatch this season. RMBO had its highest attendance year yet with over 20,000 visitors. Larry Modesitt, RMBO Board Chair, shared information regarding RMBO's education programs and bird banding station at Chatfield. They thanked SCFD for the support.

### 2. Approval of March 28, 2013 Board Minutes

Peggy Lehmann motioned to approve the minutes. Joseph Arcese seconded. Motion to accept the minutes passed.

### 3. Resolution 13-03: Pertaining to 2013 Tier III Budgeted Distribution

Each board member read a portion of Resolution 13-03. Bob Grant motioned to approve it. Dan Hopkins seconded. The motion passed.

### 4. Denver Botanic Gardens Tier I Certification Presentation

Brian Vogt, CEO of the Denver Botanic Gardens, thanked the Board for allowing him to make the Denver Botanic Gardens presentation a month early. He highlighted the Gardens' success in each of the seven counties this past year along with programming highlights at both the Chatfield and York street locations. Denver Botanic Gardens is the 5<sup>th</sup> highest attended botanic garden in the country. Brian thanked the Board for the support SCFD provides. The Board asked a number of questions regarding outreach, school attendance and finances. They congratulated him on the number of volunteers, the increase in membership and the Garden's accessibility.

### 5. Reports

#### 5.1 Treasurer

Dan Hopkins reported the February 2013 SCFD sales and use tax revenue was \$3,563,824.11. This compares to February 2012 tax revenue of \$3,319,160.01. The variance is \$244,664.10. This is a 7.37% increase in 2013 over month-to-date (MTD) and year-to-date (YTD) 2012. The 2013 year-to-date sales and use tax revenue is \$6,862,469.94. This compares to YTD 2012 revenue of \$6,706,972.09. The variance is \$155,497.85, a 2.32% increase in YTD 2013 over YTD 2012.



## 5.2 Chairman

Kathryn Spuhler thanked Board members for attending the April 11, 2013 planning session. She asked them to review the draft of the 2013 action items listed in the board packet. She asked that the word “policy” be added to the Tier II Audited Paid Attendance line. These will be discussed in detail at a later board planning meeting. She attended the Colorado Creative Industries Summit.

## 5.3 Executive Director

Peg Long reported the following.

In addition to its current bank’s proposal, SCFD received one response to the request for banking services proposals. Peg and Dan Hopkins reviewed the proposal. Hal Logan offered to review it as well, but unfortunately was out of town when it arrived. Dan asked James Harrington, former SCFD board chair and treasurer, if he would take a look. James Harrington reported the proposal was similar to Colorado Business Bank’s. The fees were a bit lower, but the interest rate offered did not exceed that offered by our current bank, which has agreed to adjust their proposal regarding some of the fees in response, said Dan.

Dan Hopkins motioned to renew the relationship with Colorado Business Bank. Damon O. Barry seconded. The motion passed.

### Legislative Update

HB 1272 passed Senate Finance on party lines. Peg testified. It should go to the floor within the next week. Melanie expects it to pass on party lines in the House.

- HB 1288 was scheduled for hearing April 24 but was pulled. Peg is not sure why. An article in the Colorado Statesman indicated the tax alignment applied only to home rule cities. Peg has asked Melanie to clarify this. Businesses must file multiple monthly tax returns to remit each home rule city's taxes. The bill also requires all sales tax collections to be done by the Dept. of Revenue. Peg’s understanding is that many of the home rule cities collect their own taxes, e.g. Lone Tree, because this allows them to conduct their own tax compliance audits.
- HB 1144 makes suspension of the exemption of state sales tax on cigarettes permanent after the scheduled termination of the exemption on July 1, 2013, thus making cigarettes subject to state sales taxation indefinitely; the bill passed both houses unamended.
- SB 13-023 amends the Colorado Governmental Immunity Act tort caps to increase the recovery limits for individual claims from \$150,000 to \$350,000 and multiple claims for the same occurrence from \$600,000 to \$990,000. Limits on GIA claims were last adjusted in 1977. It passed both houses unamended and has been sent to the Governor. It is effective July 1, 2013. While SCFD itself has a very small risk of such claims, the special district risk pool from which we purchase our liability insurance covers many types of special districts and our annual premiums may rise due to this general increase in risk exposure.

The Denver Art Museum is building a new administration building at 14<sup>th</sup> and Tremont. They have broke ground and hope to be moved in by the end of 2014.

## 6. Other Matters

### SCFD Advisory Committee Proposal: James S. Harrington

James Harrington, former SCFD Board Chair and current Board Chair for CATZ, proposed forming a Reauthorization Advisory Committee. He has asked former SCFD Board members John Hayes, Holly Osgood, Mark Addison and Stevan Strain to be available to the current SCFD Board and staff as a resource. Each person has unique institutional knowledge regarding issues of the last reauthorization. This group would be advisory in nature only. The committee would make no decisions. They could present as a team or separately as needed. The Board asked a few questions regarding the choice of members and process. They thanked James for the idea and offer.

Kathy Kucsan motioned to officially accept the proposed SCFD Advisory Committee. Elaine D. Torres seconded. The motion passed.

**7. Public Comment**

Peggy Lehmann attended the Denver Regional Council of Government's awards ceremony. The Denver Zoo and Denver Botanic Gardens received the Play-Work-Live awards.

Bob Grant encouraged Board members to volunteer at the SCFD/Arvada Center booth at CenterFest this summer.

**8. Adjournment**

The meeting was adjourned at 2:45pm.

  
Secretary

## SCFD BOARD OF DIRECTORS MEETING

May 23, 2013

1:00 pm

Denver Botanic Gardens

Meeting Minutes

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

**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 1:05pm followed by introductions. A quorum was present, and the agenda was approved.

John Calderhead, Chief Financial Officer, welcomed the Board to the Gardens. John encouraged everyone to tour *Catalyst*, the current exhibit featuring 12 Colorado sculptors.

### 2. Approval of April 11, 2013 Board Planning Session Minutes

Kathy Kucsan motioned to approve the minutes. Rob Johnson asked for his name to be included in the list of Board members present. Shepard Nevel seconded. Motion to accept the minutes passed.

### 3. Approval of April 25, 2013 Board Minutes

Elaine Torres motioned to approve the minutes. Joseph Arcese seconded. Motion to accept the minutes passed.

### 4. Tier I Distribution Certification

George Sparks read a statement from the Tier I CEOs.

Thank you for this opportunity to share our accomplishments so that the citizens who support SCFD continue to see the value of their dollars at work.

In 2012, citizens of the SCFD provided the Tier One organizations with the funding needed to: present unique programming, support world class facilities and collections, create and leverage a culture of collaboration, impact our economy and, most important, enrich the lives of all members of our community by providing unmatched accessibility to art, culture and scientific knowledge.

As stewards of our region's cultural and scientific heritage, we are uniquely able to share these world-class collections and resources through accessible educational programs, scholarship, scientific discoveries, and cultural experiences, adding to the quality of life and economic health of the region.

Our organizations provide an unmatched level of access and impact to the district in terms of free or reduced price admissions, school visits, programs, expanded hours and other outreach.

- In 2012 our organizations welcomed 1.21 MILLION people during SCFD Free Days and other free admission opportunities. This is an incredible level of access to scientific discoveries, experiences with plants and animals, performances and encounters with arts and artists.
- Also last year, another 1.8 MILLION people enjoyed reduced price attendance.
- This is a total of 3 MILLION people with access to our community's expansive cultural and scientific resources, thanks to citizens' continued support of the SCFD.

- We offer access to a wide range of students and schools across the district. In 2012, more than 483,000 students were served through our programs on site or in schools. Overall, more than 4,400 schools were served in 2012 alone by these five organizations.
- Each of our organizations offers expanded hours, enabling a wider range of visitors access to our collections and programs during evening and weekend hours.
- Collectively, our volunteer corps is 5,770 strong, and in the past year served our visitors with more than 433,000 hours of service.
- Together we served more than 5.5 MILLION visitors in 2012.

Access isn't just about the numbers – it's about experiences. Each of our organizations works to connect our collections and programs with people with special needs. Here is just a sample of the work we each do every day:

- At the Denver Art Museum, Access opportunities include tactile tours for the visually impaired, and a specially designed tour for patrons with dementia.
- At our Museum, we continue to offer bi-lingual, Spanish-English, travelling exhibitions, printed scripts of our audio guides for the hearing impaired, as well as rear-window open captioning for every film shown in both our IMAX Theater and Planetarium.
- Denver Zoo annually celebrates “Dream Night” in collaboration with zoos around the world to host children with special needs or serious illnesses and their families for an exciting evening where every person gets a special behind-the-scenes experience with animals and staff. “Partners Advancing With Support” (PAWS) is Denver Zoo’s successful program that incorporates special-needs teens and adults into its volunteer corps.
- DCPA offered 25 accessible performances with ASL and audio-description. Of those, 10 had open captioning. Large print, Braille and audio enhanced listening are available for all performances. Annual Access days provide enrichment with a tactile tour of a play.

With citizens’ continued support, we offer arts and science education at a time of reduced school funding. We offer experiences that show real-world career options in science and the arts. We spark imaginations and get kids excited about math, science, technology, engineering, and the arts.

Our organizations also are unique in that we are stewards of facilities and a wide range of collections from live specimens to one-of-a-kind artifacts and art works. We view these facilities and collections as community assets – assets that spark learning, scholarship and discovery.

Our organizations are unique in that many of our missions are to protect, preserve, study and share artifacts, artworks, live specimens and specimens from the past. We are responsible for these pieces of human cultural and scientific existence over millennia.

Supporting a significant portion of our operating costs, citizen-approved SCFD funds enable us to plan strategically over the long term, utilizing public and private funding sources for capital improvements as well as education and collection stewardship programs.

Our facilities cover 1.5 million square feet to protect, present and preserve these valuable assets, which include:

- More than 1.4 million artifacts and specimens
- 3,900 animals, with more than 600 species
- More than 70,000 art objects representing world cultures, from ancient pieces to contemporary masterworks
- 30 locally-produced plays and Broadway tours at the City-owned Performing Arts Complex with more than 10,000 theater seats and 11 performance spaces.
- 773 acres with more than 31,000 plant species

Each of our institutions is accredited and stands for professionalism throughout the scientific and cultural community. Our staffs consist of highly educated, experienced professionals who are leaders in education, botany, animal science, art history, conservation, sustainability and natural sciences, astronomy and more.

We achieve economic impact by providing a thriving cultural climate that attracts and retains businesses and adds to a desirable quality of life for our citizens. As a result, the reputation of our community is enhanced on a national and international level.

Further, our organizations and unique programs serve as a tourism draw that brings further dollars into the district, creating more opportunities for all SCFD organizations. Finally, we attract and employ the best staff in their field at competitive salaries, benefiting the wider economy and the experience of each and every visitor.

As most of us here know, our cultural community is extremely collaborative. The roots of this culture of collaboration can be traced directly back to SCFD – member organizations see one other as co-collaborators rather than competition.

When we connect our assets, skills and knowledge with the right partners, our accomplishments and ability to share incredible experience only increases. We are all committed to collaborating – within and beyond the SCFD family to offer our signature world-class programs and experiences.

Each of us serves actively with the SCC to maximize marketing and educational impact, as well as build capacity amongst all cultural organizations in the district.

Each of our organizations is involved in significant collaborations for programs and professional development, and we'll highlight those individually in our separate presentations.

Citizen support of science, art and culture through SCFD enables big, bold thinking and the ability to break into new territory in serving the community through expanding our collections and facilities, and developing programs that have wide impact.

- The Denver Museum of Nature & Science, Denver Zoo, and the Denver Botanic Gardens have partnered with Denver, Aurora, and Adams 14 Public School Districts making Denver one of the first urban areas beyond New York City to implement Urban Advantage. Urban Advantage provides teachers and students with resources to help students think and explore like scientists. Urban 7th grade students are encouraged to become critical thinkers by actively engaging in authentic and meaningful science investigations that develop science literacy skills.
- The Denver Art Museum early this year ended the successful, only-in-Denver Becoming Van Gogh exhibition, the region's first show of this artist's work with scholarship educating visitors about HOW the man became the artist we know today through trial and error. This exhibit brought tourists to our region – 48 percent of visitors to Van Gogh came from outside Colorado, or outside the Metro region. Created by museum staff over 10 years, this exhibition, is testimony to the value of consistent funding.
- The Denver Center for the Performing Arts continues to attract both top touring shows and top talent, raising the stature of Denver as a world-class city. Thanks in large part to citizen support, national tour launches are becoming an annual event: The Book of Mormon (2012), Peter and the Starcatcher (2013) and Pippin (2014).

In closing, we thank the citizens for their support of SCFD, as these funds are essential to our stability, enabling us to plan, design and execute programs that can be accomplished over a long

period of time. We are grateful for your volunteer leadership on the SCFD board and excellent dedication of our SCFD staff who make every dollar work hard for the citizens who support SCFD.

As we look to the coming years, we are grateful for the stabilizing support of SCFD. It, balanced with our earned income, our private giving and public investments, assure that the citizens of the Scientific and Cultural Facilities District benefit directly through a vibrant cultural and scientific community.

Following the statement each panel member gave a brief presentation on his specific organization:  
The Denver Center for the Performing Arts - Randy Weeks, President and Executive Director  
Denver Museum of Nature and Science - George Sparks, President and CEO  
Denver Zoo - Craig Piper, President and CEO  
Denver Art Museum - Christoph Heinrich, Frederick and Jan Mayer Director  
(John Calderhead, Chief Financial Officer at the Denver Botanic Gardens answered questions from the Board.  
Brian Vogt, CEO presented to the SCFD Board in April.)

The Board thanked the CEOs for everything their organizations provide to the community. The Board proceeded to ask a variety of questions regarding attendance, outreach to schools, finances, collaboration with Tier II and Tier III organizations, engagement with minority populations and access.

#### **Resolution 13-04 Pertaining to 2013 Tier I Formula and Discretionary Funds Distribution**

Kathryn Spuhler read the resolution. Bob Grant motioned to approve Resolution 12-04 Pertaining to 2013 Tier I Distributions. Peggy Lehmann seconded. The motion to accept the resolution passed.

#### **5. Resolution 13-05 Pertaining to Craig Piper**

Kathryn Spuhler read the resolution. Dan Hopkins motioned to approve Resolution 13-05 Pertaining to Craig Piper. Rob Johnson seconded. The motion to accept the resolution passed. The Board thanked Craig Piper for his 16 years of service to the Denver Zoo.

### **6. Reports**

#### **6.1 Treasurer**

Dan Hopkins reported the March 2013 SCFD sales and use tax revenue was \$3,802,018.71. This compares to March 2012 tax revenue of \$3,375,251.36. The variance is \$426,767.35. This is a 12.6% increase in 2013 over month-to-date (MTD) and year-to-date (YTD) 2012. The 2013 year-to-date (YTD) sales and use tax revenue is \$10,664,488.65. This compares to YTD 2012 revenue of \$10,082,223.45. The variance is \$582,265.20, a 5.78% increase in YTD 2013 over YTD 2012. Colotrust Plus rates have dropped since the end of last year. SCFD will continue to receive .8% on each dollar in our analysis interest accounts with Colorado Business Bank thru June 30, 2013. There is \$45,000 in reserves. In about 4 months there will be a need to use reserves. This will be right about the time SCFD recovers election costs from the organization's distributions.

#### **6.2 Chairman**

Kathryn Spuhler thanked the County Cultural Councils for the work they have been doing the past months interviewing grant applicant organizations. Kathryn attended the South Metro Chamber Conference.

#### **6.3 Executive Director**

Peg Long reported the following.

- Tier III grant data through May 22nd:
  - 253 final grant reports for 2011 distributions were reviewed
  - 254 grant applications were received, representing 521 combined project and General Operating Support requests, from a total of 254 unique organizations

- Staff completed 254 financial reviews and summaries for county cultural council interview sessions
  - A total of \$7,600,903.00 was requested. \$5,985,897.35 is budgeted for Tier III 2013
  - 8 grant applications were not accepted due to being late or incomplete
  - Staff has attended 27 county cultural council grant interview and regular meetings and 11 new council member orientations
  - Staff will attend 8 funding allocation meetings by end of June
- Peg, Dan and Kathryn will meet with the auditors on June 4th to review the 2012 audit prior to its formal presentation at the June board meeting
  - Banking services agreement has been drafted and sent to the bank for review by their legal counsel
  - Peg asked the Board for permission to invest in a Colorado Bank & Trust one year CD. It would have an interest rate of .40%. The investment meets all requirements for SCFD to invest. All agreed.
  - 2013 Legislative session ended May 8<sup>th</sup>; HB 13-1272, the RTD/SCFD sales tax simplification bill, has been sent to the governor for his signature

#### **7. Public Comment**

No comments were made.

**8. Executive Session for the purpose of receiving legal advice pursuant to C.R.S. 24-6-402(b), regarding statutory interpretation of the distribution of funds set forth in CRS Section 32-13-107** Kathryn Spuhler read the executive session announcement at 3:05 pm. The board moved into Executive Session. The open meeting resumed at 4:05 pm.

#### **9. Other Matters**

Kathryn Spuhler asked the Board if they would like to defer agenda item 9.1 Discussion regarding agenda for second board planning session in 2013. All agreed.

#### **10. Adjournment**

The meeting was adjourned at 4:10 pm.

  
Secretary

## SCFD BOARD OF DIRECTORS MEETING

June 27, 2013

1:00 pm

Redline

Meeting Minutes

**SCFD Board members present:** Chair Kathryn Spuhler, Vice Chair Kathy Kucsan, Treasurer Dan Hopkins, Secretary Councilwoman Peggy Lehmann, Joseph Arcese, Bob Grant, Rob Johnson, Elaine D. Torres, Hal Logan and Damon O. Barry

**SCFD Board members not present:** Shepard Nevel

**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.

PJ D'Amico - Executive Director, welcomed the Board to Redline. The gallery has been open for six years. 2013 will be the first year the organization will receive SCFD money. Redline's current exhibit is *Not Exactly*. It speaks to the distinction between lack of shelter and the denial of social recognition that leads to an experience of homelessness.

### 2. Approval of May 23, 2013 Board Minutes

Damon O. Barry motioned to approve the minutes. Joseph Arcese seconded. Motion to accept the minutes passed.

### 3. Fiscal Year 2012 Audit Report

Dan Hopkins, Kathryn Spuhler, Peg Long and SCFD accountant Gloria Nedved met with the auditors, CliftonLarsonAllen on June 4th. Dan reported the meeting went well. The auditors reported the SCFD audit was clean and that SCFD's financials are well-organized. Staff was easy to work with. Dan introduced Paul Neidermuller, partner with CliftonLarsonAllen. Paul reported SCFD has a clean audit and no adjustments were needed. He walked the Board through the audit documents. Sales and use taxes were up; interest was up; administration costs increased. He explained where TABOR committed funds appear in the audit. The Board asked Paul if he had any concerns. Paul mentioned the lack of funds for administration. The Board thanked Paul for presenting and his staff for their work.

### Resolution 13-06 Pertaining to Acceptance and Approval of the FY 2012 Audit

Dan Hopkins read the resolution and motioned to approve Resolution 13-06 Pertaining to Acceptance and Approval of the FY 2012 Audit. Elaine D. Torres seconded. The motion to accept the resolution passed.

## 4. Reports

### 4.1 Treasurer

Dan Hopkins reported the April 2013 SCFD sales and use tax revenue was \$3,659,804.26. This compares to April 2012 tax revenue of \$4,113,458.64. The variance is (\$453,654.38). This is an 11% decrease in 2013 over month-to-date (MTD) 2012. The 2013 year-to-date (YTD) sales and use tax revenue is \$14,324,292.91. This compares to YTD 2012 revenue of \$14,195,682.09. The variance is \$128,610.82, a .9% increase in YTD 2013 over YTD 2012. Colotrust Plus rates have dropped since the end of last year. The .8% SCFD has received on our analysis interest accounts with Colorado Business Bank will end June 30, 2013. Effective July 1, 2013, the rate will be 10 basis points above the Colotrust Plus rate. This translates to a monthly decrease of approximately \$4,500 in interest income. Staff will need to start using reserves in about two months. Due to the adoption of Resolution 12-10 in 2012, no further Board action will need to take place to release the funds.



## **4.2 Chairman**

Kathryn Spuhler reported she attended a CATZ meeting. Their Board has added two Tier III representatives, a County Cultural member and a representative from a multi-county organization.

The STEPS committee met to review the results of two surveys conducted to gain response to a possible matrix website. The matrix would allow educators to connect with arts and science programs and activities offered by SCFD organizations. Both organizations and educators were interested in the idea.

## **4.3 Executive Director**

Peg Long reported the following.

- 26 organizations applied for Tier II Qualification. They all made the threshold.
- September 26<sup>th</sup> Board meeting study session: Technology 101, noon- 1 p.m., Koven Smith, from the Denver Art Museum. Bob Grant can't make that date and asked if it could be rescheduled. Peg will contact Koven to reschedule.
- 2013 Rex Morgan Update:
  - The 2013 Rex Morgan Award Reception will be held Wednesday, November 20, 5:30pm - 7pm at Ponti Hall, located in the Denver Art Museum. The Museum has generously donated the space.
  - Nomination forms are due by Friday, September 6, 2013.
  - The event will include a visual presentation to accompany the award presentation, like last year.
  - Over the summer, SCFD staff will be working on securing vibrant entertainment that represents the diversity of SCFD organizations.
  - SCFD will be seeking in-kind support from organizations to make this year's event possible and stay within the allotted budget.

## **5. Other Matters**

### **5.1 CATZ Report on Focus Groups**

Floyd Ciruli gave each Board member a packet containing research concerning focus groups conducted with participants from the Millennial and X generations. He then went through a power point presentation highlighting the results:

- Gen Xers and Millennials are overwhelmingly supportive of Denver's cultural organizations and the "concept" of the SCFD, even if they didn't know of the District, specifically.
- "It is painlessly giving to organizations..."
- "It would be a huge disservice if any had to close their doors..."
- They view the cultural community as a great value to the metro area even if they don't regularly attend/participate in cultural events/exhibits, etc.
- The biggest value stated by both groups was the educational role the cultural organizations offer to children, especially underprivileged.
- "Let's give them this to make it better. Some kid will go to the ballet and realize they like that."
- "It is important to keep funding for the education [value]."
- "They provide a lot of services to schools and low-income people."
- "These organizations provide interest and a fun way for kids to learn about these topics."
- The longevity of the District (20+ years) seemed to offer credibility that the program is working.
- Those who had children took their kids to kid-related cultural events and those who didn't yet have children expressed a desire to do that in the future, especially those who said when they were young they did not have the same opportunity for cultural exposure.
- All said they would be inclined to support renewal of the District with a few caveats.

## **5.2 Public Awareness Committee Update**

Katie Maltais, Director of Marketing at Lone Tree Arts Center, Dan Hopkins and Rob Johnson presented the Public Awareness Committee Update. There are currently 15 committee members, three Board members, one SCFD staff person and 11 people representing organizations at all tier levels and several counties. In August the committee plans to roll out the tool kit to SCFD funded organizations. The tool kit will include:

- Elevator Speech
- Key Messages
- SCFD Boilerplate
- Social Media Tips
- Interview Tips
- Fun Facts
- Infographic
- New SCFD Logo Formats

The Board thanked fellow Board members and the committee for all the time and effort. The Board discussed how the rollout would work. Organizations will be asked to start using the new logo. The Board/Committee will not require organizations to replace items on which the current logo exists. They will be asked to use the updated logo as they replace brochures, banners, etc. The updated logo policy will continue to require that organizations wishing to make modifications to the SCFD logo submit the proposed changes to SCFD for approval. Use of the modified logo shall only occur with written permission from the SCFD board.

## **Resolution 13-07 Pertaining to the Logo Policy and Usage Guidelines for the Scientific and Cultural Facilities District Trademark Logo**

Kathryn Spuhler read the resolution. Joseph Arcese motioned to approve Resolution 13-07 Pertaining to the Logo Policy and Usage Guidelines for the Scientific and Cultural Facilities District Trademark Logo as amended. Hal Logan seconded. The motion to accept the resolution passed.

## **5.3 Discussion: County Cultural Council Delegation Policy**

Peg Long reported at the executive session during the May board meeting, SCFD's legal counsel Alan Pogue outlined the broad statutory nature of the Tier III county cultural council's authority, whether in the context of the delegation of grant application compliance or other matters such as funding plan development. Due to the late hour at the close of the executive session the Board postponed its policy discussion to this meeting.

At the SCFD Board chairman's request, staff sent all council members a survey to obtain anonymous feedback on the current arrangement and potential changes to it. Peg gave a summary of the survey feedback to each Board member. Kathryn Spuhler opened the floor to County Cultural Council members who wished to speak. John Bunting, Jefferson County, gave each member a letter outlining the process and work council members go through. He said the support the staff gives the councils is essential. Susan Beyda, Adams County, mentioned organizations are given plenty of notice of the rules. Barry Knapp, Boulder County, shared that prior to the policy the rules regarding completeness of applications was different every year and different from county to county. He also stated the grant process is more professional if there are rules and they are upheld. Donna Wilson, Douglas County applicant, said she felt the process works very well. The staff tells organizations at workshops what the requirements are and offers to check grants for completeness before each deadline. Rachael Cain, Denver County, said one way organizations can show they are professional and can expend tax payer money is by meeting grant deadlines and requirements.

The Board thanked the council members for speaking and for the work they do. The board expressed the need to modify the current agreement between staff and councils to make it clearer as to what staff is checking. They also expressed concern as to staff making decisions that are ultimately council decisions. They acknowledged a need for consistency from year to year and county to county. Kathryn asked the Board if they were in favor of

continuing the agreement between staff and councils regarding acceptance of grants if the language of the agreement is modified to be clearer. Nine were in favor. One abstained.

## 6. Public Comment

Tony Garcia, Chair of CAST3 and Steve Wilson, Co-Chair of Scientific and Cultural Collaborative presented an option to the Board as to a possible model for engaging all stakeholders in reauthorization discussions. They suggested:

- a. Two part process: SCFD Advisory Committee/ 2016 Reauthorization Task Force
- b. SCFD Advisory Committee Tier Liaisons
  - i. Either a single representative to meet individually with Tier representatives or entire committee meets with Tier reps
  - ii. Might need to be a series of meetings depending on the issues
  - iii. Identify & educate about any Tier specific concerns
  - iv. Create recommendations for Tier specific changes that would go to next stages
- c. A single group late [2016 Reauthorization Task Force] in the process that would convene over 5-6 months (similar to the 2008 Task Force) that would include:
  - i. Peg Long & appropriate SCFD staff
  - ii. 2 reps from each Tier
  - iii. 2 reps from County Cultural Council
  - iv. 2 reps from SCFD Board
  - v. All Advisory Committee members (or 3 liaisons)
- d. Assess work of the 2008 Task Force
- e. Identify all possible change recommendations
- f. Discuss impact on each Tier of possible changes
- g. Review changes with lobbyists/ CATZ for election & political advice

The Board thanked Tony and Steve.

Peggy Lehmann mentioned Denver's Biennial of the Americas will take place July 16-19. She also mentioned Denver Public School's Summer Scholar after school enrichment program.

## 7. Adjournment

The meeting was adjourned at 3:40 pm.

  
Secretary

## SCFD BOARD OF DIRECTORS MEETING

July 25, 2013

1:00 pm

The Wildlife Experience

Meeting Minutes

**SCFD Board members present:** Chair Kathryn Spuhler, Vice Chair Kathy Kucsan, Secretary Councilwoman Peggy Lehmann, Joseph Arcese, Bob Grant, Rob Johnson, Elaine D. Torres, Hal Logan and Shepard Nevel

**SCFD Board members not present:** Damon O. Barry and Treasurer Dan Hopkins

**SCFD staff present:** Executive Director Peg Long, Program Manager Nancy McCamey, Program Manager Jessica Clare, Program Associate Erica Barclay Antioco, and 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.

Kathy Daly – CFO and COO, welcomed the Board and Tier II colleagues to The Wildlife Experience. She invited everyone to enjoy the exhibits.

### **2. Approval of June 27, 2013 Board Minutes**

Rob Johnson motioned to approve the minutes. Joseph Arcese seconded. Motion to accept the minutes passed.

### **3. Presentation of Certification Report of Scientific & Cultural Collaborative (SCC)**

Steve Wilson read a joint statement from the Tier IIs, followed by outlining the programming of the SCC.

I stand before you today with a dual purpose. First, as spokesman for the SCFD Tier II - who you will see represented in their diverse glory over the next two meetings. Second, as co-chair of the SCC, whose collaborative programs have already been mentioned by the Tier I and will again be showcased throughout the upcoming Tier II reports.

On behalf of both groups, I'd like to extend our deep gratitude for the extraordinary volunteer service consistently demonstrated by the SCFD Board as well as the exceptional job done by the dynamic SCFD staff - led by the stalwart wisdom of Peg Long.

The robust organizations that comprise the SCFD Tier II span the full criteria of the statute, with scientific institutions whose core missions center on entomology, ornithology, botany, geology, horticulture, natural history, aviation and space sciences; as well as arts and culture organizations whose focus highlights cultural history, visual art, film, dance, vocal music, instrumental music (from folk to classical), opera and theatre. Many of our organizations are multidisciplinary venues providing various combinations of these disciplines.

I'm here to report that the Tier II continues to thrive in this post-recession era. In 2012, the Tier II employed over 2,700 artists, performers, curators, scientists, and administrators. We maintained 182 acres of land and offered over 24,000 performances, classes or events. Together, the Tier II offered free admission to approximately 1.65 million, serving a total of 4.1 million patrons over our collective 997 years of service. And next year we grow again, as we welcome eTown back into Tier II.

In addition, we're deeply proud of our stewardship of the signature SCFD alliance that comprises the Scientific and Cultural Collaborative or SCC - a membership organization that serves all three SCFD Tiers with a variety of programs and services aimed at building

opportunities to support staff with professional training and networking; to support one another with a range of productive connections; and most importantly to support citizens with increased awareness and access to education and other programs.

The SCC engaged 17 Tier III organizations through our joint database and directory programs and forged new connections with the Tier III collaborative, CAST3. We believe the SCC is uniquely poised to promote dialogue and cohesion among all three Tiers as we move through the upcoming reauthorization process.

Last year saw our first full year of operation with participation from the entire SCFD Tier I. While we're still working to find the optimal balance for our new partners, we're delighted with the unprecedented level of communication between the Tiers. We have gained much by the capacity, wisdom and strength of the Tier I. We are clearly stronger as a united district - defining ourselves not by our respective Tiers, but as stewards of the collective gifts that only science and culture can offer our community. If we combine the staggering 5.5 million visitors served by Tier I with those from Tier II, SCC organizations were responsible for 9.6 million visits in 2012 and have a combined 1,449 years of operational service to the region. The impact on our patrons by this colossal cultural and scientific reach cannot be underestimated.

We look forward to another exciting, productive and collaborative year in service of the citizens of the seven counties of the SCFD.

The Board asked Steve if he was comfortable with the engagement of organizations. Yes, everyone is currently participating at a level that is appropriate for their programming, replied Steve. Tier IIIs can pay \$185 for a listing in the school directory and \$150-\$500 to participate in the database. The Board thanked the SCC for embracing all Tiers into the collaborative. The Board asked if they has any insights to continually work with the busy schools. Person to person connections are what makes the programs possible, word of mouth, and removing barriers is key. Making the process as simple as possible and fitting curriculum of the schools. The Board asked what their greatest challenge is. Making sure they are representing organizations well, ensuring value for Tier I and engaging Tier III. Steve stated that most organizations lose money participating in SCC. It is a labor of love.

#### **4. Tier II Certification Reports**

A representative from each organization spoke for three minutes highlighting their organization followed by five minutes of Board questions.

The Wildlife Experience - Kathy Daley, CFO and CCO  
Central City Opera – Pat Pearce, General and Artistic Director  
Swallow Hill - Tom Scharf, Executive Director  
Rocky Mountain Bird Observatory - Tammy Vercauteren, Executive Director  
Mizel Museum - Ellen Premack, Executive Director  
Denver Film Society - Tom Botelho, Executive Director  
Colorado Symphony Orchestra - Jerome Kern, CEO & Board Chair  
Colorado Railroad Museum - Donald Tallman, Executive Director  
Colorado Music Festival - Catherine Underhill, Executive Director  
Colorado Mountain Club - Katie Blackett, Executive Director  
Colorado Children's Chorale – Diane Newcom, Executive Director  
Colorado Ballet - Marie Belew Wheatley, Executive Director  
Cherry Creek Arts Festival – Terry Adams, Executive Director

Board members asked each organization questions regarding the financial health of the organization, specifically addressing any organization's reliance on one or two major funders. The Board also asked many questions related

to the management of the organizations. They also inquired as to the outreach efforts of organizations, asking that they each make a strong effort to provide programming to citizens in all counties. Each organization was asked if they would be able to report in more detail school outreach data. All organizations said it wouldn't be a problem. The Board also asked many of the organizations to share a little more about various programs and capital projects.

## **5. Reports**

### **5.1 Treasurer**

Kathy Kucsan reported the May 2013 SCFD sales and use tax revenue was \$4,046,554.12. This compares to May 2012 tax revenue of \$3,806,510.27. The variance is \$240,043.85, a 6.3% increase in 2013 over month-to-date (MTD) 2012. The 2013 year-to-date (YTD) sales and use tax revenue is \$18,370,847.03. This compares to YTD 2012 revenue of \$18,002,192.36. The variance is \$368,654.67, a 2% increase in YTD 2013 over YTD 2012.

### **5.2 Chairman**

Kathryn Spuhler reported Inspire, Delight and Surprise are what our organizations bring to our community.

### **5.3 Executive Director**

Peg Long reported the following.

- She is working on the 2014 budget and will share a draft with the board chair and treasurer during the month of August prior to bringing it to the board in September.
- Requests for nominations for 2013 Rex Morgan award have gone out along with a link to the nomination form. The deadline for nominations is September 6<sup>th</sup>. The event is scheduled for November 20<sup>th</sup> at the Denver Art Museum.
- She brought to the Board requests for approval of modified logos from Wings Over the Rockies and Colorado Railroad Museum. These modifications were approved in the past and have been similarly modified to comply with our new logo. Bob Grant moved to approved modified logos. Peggy Lehmann seconded. All in favor.
- County Cultural Council Delegation document has been revised and reviewed by SCFD legal counsel. Clarification as to what constituted minimal requirements and that the councils still retain total authority to accept the grant has been added. Joseph Arcese motioned to approve. Elaine D. Torres seconded. Bob Grant stated he still has concerns but understands they can't be addressed at this time.

## **6. Public Comment**

None

## **7. Adjournment**

The meeting was adjourned at 3:50 pm.

  
Secretary

**SCFD BOARD OF DIRECTORS MEETING**

August 22, 2013

1:00 pm

The Arvada Center for the Arts and Humanities

Meeting Minutes

**SCFD Board members present:** Vice Chair Kathy Kucsan, Treasurer Dan Hopkins, Secretary Councilwoman Peggy Lehmann, Joseph Arcese, Bob Grant, Rob Johnson, Damon O. Barry, Elaine D. Torres, Hal Logan and Shepard Nevel

**SCFD Board members not present:** Chair Kathryn Spuhler

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

**1. Introductions and Approval of Agenda**

Kathy Kucsan called the meeting to order at 1pm followed by introductions. A quorum was present and the agenda was approved.

Philip Sneed – Executive Director, welcomed the Board and Tier II colleagues to the Arvada Center. He encouraged everyone to visit the galleries. On September 10<sup>th</sup> their 37<sup>th</sup> theatre season opens.

**2. Approval of July 25, 2013 Board Minutes**

Elaine D. Torres motioned to approve the minutes. Shepard Nevel seconded. Motion to accept the minutes passed.

**3. Tier II Certification Reports**

A representative from each organization spoke for three minutes highlighting their organization followed by five minutes of Board questions.

Arvada Center for the Arts & Humanities - Philip Sneed, Executive Director  
Wings Over the Rockies - David Kerr, Chief Operating Officer  
Opera Colorado - Gregory Carpenter, General Director  
Museum of Contemporary Art Denver - Laura Huff, Deputy Director  
Mizel Arts & Culture Center - Steve Wilson, Executive Artistic Director  
Hudson Gardens and Event Center - Richard Meredith, Executive Director  
eTown - Nick Forester, Executive Director  
Colorado Chautauqua Association - Susan Connelly, Executive Director  
Clyfford Still Museum - Dean Sobel, Director  
Children's Museum of Denver - Mike Yankovich, President and CEO  
Butterfly Pavilion - Patrick Tennyson, Executive Director  
Aurora Cultural Services Division - Alice Lee Main, Division Manager  
Lakewood Heritage, Culture & the Arts - Michelle Nierling, Division Manager

Board members asked each organization questions regarding the financial health of the organization. The Board also asked many questions related to the management of the organizations. They also inquired as to the outreach efforts of organizations, asking that they each make a strong effort to provide programming to citizens in all counties. Marketing strategies were discussed in depth with most organizations. They congratulated many organizations on the strength of their volunteers and collaborations. The Board also asked many of the organizations to share a little more about various programs and capital projects.

**Resolution 13-04 Pertaining to Organizations Qualifying for 2013 Tier II Formula and Discretionary Funding**

Dan Hopkins read the resolution and motioned for approval. Peggy Lehmann seconded. The motion to accept the resolution passed with nine votes. Shepard Nevel was not present for the vote.

Bob Grant presented statistical facts he gathered from the Tier I and Tier II reports. There are 27 Tier II organizations including the Scientific and Cultural Collaborative (SCC), which is not directly funded by the SCFD. These organizations had attendance of 2.9 million. 14 of 27 are Denver based organizations. 900,009 visits are Denver based; 31% of attendance is from City and County of Denver residents. There are five Tier I organizations that had a combined attendance of 3.8 million. 1.38 million of those visits, or 36% of that attendance are from City and County of Denver residents.

#### **4. Reports**

##### **4.1 Treasurer**

Dan Hopkins reported the June 2013 SCFD sales and use tax revenue was \$4,234,356.95. The 2013 year-to-date (YTD) sales and use tax revenue is \$22,605,203.98. This compares to YTD 2012 revenue of \$22,065,112.15. The variance is \$540,091.83, a 2.44% increase in YTD 2013 over YTD 2012. SCFD is receiving 10 basis points above Colotrust Plus on our deposits at Colorado Business Bank, which is .22% at the current rate. Election costs fund recovery will begin in September.

##### **4.2 Chairman**

Kathy Kucsan did not have a report on behalf of Kathryn Spuhler.

##### **4.3 Executive Director**

Peg Long reported the following:

- Annual Report will be presented at September SCFD Board meeting and posted on the website after that.
- She will be meeting with the board chair and treasurer to review and obtain feedback on the 2014 draft budget; it will be included in September board packet; 30-day public review period, then adoption at October meeting.
- Revised SCFD logos are online for download at the SCFD website, along with the policy and usage guidelines. Kristy Bassuener has sent a draft email announcing the availability of the tool kit to the committee members. When their input is received she will incorporate changes. The email should go out to organizations by the beginning of September. All of the elements of the tool kit (key messages, fun facts, boilerplate, social media/interview tips, info-graphic) will be available for download on the SCFD website. The committee will meet in September to assess next tactical steps.
- She gave an update on the Denver Evaluation Project which involves 14 SCFD funded museums.
- Rex Morgan Update - Deadline for nominations is September 6th. She encouraged people to nominate a worthy individual. The event will take place November 20th from 5:30-7pm. The Board will select a recipient at the September meeting.

#### **5. Public Comment**

Jane Potts reported Cast3 had its second annual meeting. Cast3 now has 110 members, including organizations from each county. They will be offering an Audience Development workshop along with one to introduce the Public Awareness committee's projects.

Kristy Bassuener gave an update on Art Museum programs.

Charlotte D'Armond Talbert presented each Board member with a SCC Golden Ticket (discount card) which is given to volunteers to thank them for their service.

#### **6. Adjournment**

The meeting was adjourned at 3:15 pm.

  
Secretary



## SCFD BOARD OF DIRECTORS MEETING

September 26, 2013

1:00 pm

Augustana Arts

Meeting Minutes

**SCFD Board members present:** Chair Kathryn Spuhler, Vice-Chair Kathy Kucsan, Treasurer Dan Hopkins, Secretary Councilwoman Peggy Lehmann, Joseph Arcese, Rob Johnson, Damon O. Barry, Elaine D. Torres, Hal Logan and Shepard Nevel

**SCFD Board members not present:** Bob Grant

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

### 1. Introductions and Approval of Agenda

Kathryn Spuhler called the meeting to order at 1:05pm followed by introductions. A quorum was present and the agenda was approved.

Donna Smith – Executive Director, welcomed the Board and Tier III colleagues to Augustana Arts. Augustana is comprised of a chamber orchestra, a guest artist concert series and a youth education program. The organization is celebrating its 17th season. Donna encouraged everyone to attend an upcoming performance.

### 2. Approval of August 22, 2013 Board Minutes

Damon O. Barry motioned to approve the minutes. Rob Johnson seconded. Motion to accept the minutes passed.

### 3. Tier III 2013 Distributions

Jessica Clare presented a PowerPoint presentation highlighting Tier III 2013 funding statics.

- 254 organizations submitted applications that were accepted, compared to 263 accepted in 2012
- 8 applications were not accepted (same as 2012)
- 535 total grant requests (both General Operating Support & Project) - 12 requests more than 2012
- 65% of applicants applied in a single county- 35% applied in multiple counties
- Average Tier III Revenue was \$274,979 and Expenses were \$227,128
- Average SCFD award was 10% of Expenses
- 253 organizations were funded in 2013

County Cultural Council members presented highlights from their county and guidelines.

Deborah Malden, Boulder Chair

Jeanette Thrower, Jefferson Chair

Melissa Islam, Broomfield Vice-Chair

Jessica Clare presented on behalf of Adams County

Ann Speer, Douglas Chair

Michael Uhlenkamp, Denver Chair

Rhetta Shead, Arapahoe Chair

Board members asked each Council member questions regarding his/her specific county. Kathy Kucsan informed Deborah she would be willing to help organizations affected by the flood to obtain their checks if they can't make it to the check ceremony. Ann Speer was asked how the Council handled requests regarding Larkspur and Castle Rock. Ann stated the Council does not fund any organizations based in those towns or projects taking place there. Each was asked the number of members that comprise each council. All councils reported how they came to their funding decisions. If a Council did not fund particular organizations the Board asked the reasoning. Each Council member was also asked if they had a "wow" moment reviewing any particular organizations. Organizations mentioned were the Arvada Center for their Centerfest Program that brings many Tier III organizations to the

Center to perform over the summer, Thorne Nature Experience, Phamaly Theatre Company and Lighthouse Writers.

#### **Resolution 13-09 Pertaining to Distribution of Tier III Formula and Discretionary Funds**

The Board read the resolution. Hal Logan motioned to approve Resolution 13-06: Pertaining to Distribution of 2013 Tier III Formula & Discretionary Funds. Rob Johnson seconded. The motion to accept the resolution passed.

#### **4. Proposed 2014 SCFD Budget**

Peg Long reported the budget can be reviewed by the public at the SCFD office during the next 30 days. She has sent the required legal notice to the Denver Post. The budget can't be voted on until it has been available to the public for one month. Election costs recovery will be necessary again in 2014. The Board will discuss options regarding going to the legislature to change the administrative percentage in the statute at the October planning session. Hal Logan offered to work with Peg on the issue. Dan Hopkins asked Peg to include SCFD's lobbyist in the discussions. Peggy Lehmann asked if the administrative percentage increased where the money would come from. Peg replied the administrative portion comes off the top before the Tier percentages are calculated.

#### **4. Reports**

##### **4.1 Treasurer**

Dan Hopkins reported the July 2013 SCFD sales and use tax revenue was \$4,038,887.62. The 2013 year-to-date (YTD) sales and use tax revenue is \$26,644,091.60. This compares to YTD 2012 revenue of \$25,801,718.45. The variance is \$842,373.15, a 3.26% increase in YTD 2013 over YTD 2012. SCFD is receiving 10 basis points above Colotrast Plus on our deposits at Colorado Business Bank, which is .22% at the current rate.

##### **4.2 Chairman**

Kathryn Spuhler reported she recently traveled abroad. She said SCFD-funded organizations offer world class programming. She thanked Dan Hopkins for his work on the Budget and the Public Awareness Committee Tool Kit. The SCFD Taskforce for Education Programs and Services (STEPS) committee has reviewed RFPs for an online system. She continues to work with Peg on the October Planning Session and recently met with the SCFD Board Advisory Committee. Kathy asked Peggy Lehmann, Joseph Arcese and Rob Johnson to serve on a Nominating Committee to make recommendations for the 2014 Board officer positions.

##### **4.3 Executive Director**

Peg Long reported the following:

- An SCFD logo modification request was submitted by Denver Brass. Rob Johnson asked for a few modifications and offered to help the organization make them. Kathryn Spuhler motioned to approve the Denver Brass SCFD logo modifications with Rob Johnson's modifications. The motion to accept the logo passed.
- 2012 Annual Report. The theme this year is vibrancy. Instead of presenting organizations by Tier this year's report presents organizations and their funding by statutory discipline. The audit is not in the annual report this year but can be accessed via a link in the report. Peg thanked Erica Barclay for presenting the new approach and designing the report. The report will only be available digitally.
- Draft Resolution Pertaining to Defining Audited Paid Attendance. Peg and SCFD staff engaged with Tier II organizations and their auditors over the past several months to draft a resolution to reduce to writing practices that have been in place for many years. The policy is available for public input for a month before presented at the October meeting for board action. Public comment on the draft at both the September and October board meetings is welcome. Steve Wilson, MACC and Michelle Nierling, Lakewood Cultural Center both spoke to their approval of the policy and that all Tier II organizations have had opportunity to have input on the policy.

##### **4.4 Public Awareness Committee Update**

Dan Hopkins reported the committee met the previous week. The Tool Kit was emailed out to all organizations on September 4. The rollout has gone well. Many organizations are already using the modified logo. Committee members will make announcements regarding the Tool Kit at check ceremonies. The SCC has put together a Signs of Support campaign offering all SCFD organizations a chance to purchase low-cost banners, buttons and

lapel pins with the new logo. CAST3 is planning to present the Tool Kit at some upcoming training workshops. The committee plans to start targeting audiences beyond our organizations.

#### **5. Public Comment**

Kristy Bassuener gave an update on Art Museum programs including an upcoming exhibit, Passport to Paris.

Steve Wilson said the Board will be at MACC during JAAMMFest in October. He encouraged everyone to check out the programming.

Stella Yu shared the teenagers of Arts Street will be presenting a Circus. Instead of animals they will be using little kids. She also thanked Dan Hopkins and the committee for the Tool Kit.

#### **6. Adjournment**

The meeting was adjourned at 3:30 pm.

  
Secretary

## SCFD BOARD OF DIRECTORS MEETING

October 24, 2013

1:00 pm

eTown

Meeting Minutes

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

**SCFD Board members not present:** Elaine D. Torres

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

### 1. Introductions and Approval of Agenda

Kathryn Spuhler called the meeting to order at 1:15pm followed by introductions. A quorum was present and the agenda was approved.

Nick Forster – Executive Director, welcomed the Board to eTown Hall. eTown's new space includes offices, sound studio, theatre and event space/art gallery. eTown Hall has allowed the organization to offer a wide range of programming. Nick invited the Board to take a tour following the meeting.

### 2. Approval of September 26, 2013 Board Minutes

Damon O. Barry motioned to approve the minutes. Rob Johnson seconded. Motion to accept the minutes passed.

### 3. 2014 Budget

Dan Hopkins gave Board members a handout highlighting SCFD's current budget needs. SCFD has taken in more than budgeted and has spent less money than budgeted. Even given this information SCFD does not have enough money to meet its 2014 projected budget. Dan reported SCFD will have to recover more election costs to balance the 2014 and 2015 budgets. Peg Long asked the Board to compare two proposed 2014 budget scenarios. One includes election cost recovery of \$100,000 and the second includes election cost recovery of \$227,989. The Board had a lengthy discussion regarding the pros and cons to each scenario. Board members voiced concerns as to the impact recovering all funds in 2014 would have on organizations. Peg provided the Board a breakdown of what the costs would be by Tier. A few Board members felt a full recovery would impact Tier III unnecessarily. Shepard Nevel said it would be cleaner from an accounting standpoint to take all the funds in 2014. Steve Wilson, Mizel Arts and Culture Center expressed concern for the Board recovery costs over two years. He said the Tier I and II organizations are going to need funds in 2015 to pay for the reauthorization campaign. He encouraged the Board to take the full election cost funds in 2014.

Shepard Nevel motioned to accept the 2014 budget scenario anticipating full election cost recovery of \$227,989. Joseph Arcese seconded. Eight voted in favor, two against.

### Resolution 13-10 Pertaining to Expenditures and Revenues for General and Expendable Trust Funds and Adopting 2014 Budget

Kathryn Spuhler read the resolution. Kathy Kucsan motioned to approve Resolution 13-10: Pertaining to Expenditures and Revenues for General and Expendable Trust Funds and Adopting 2014 Budget. Dan Hopkins seconded. The motion to accept the resolution passed nine to one.

### Resolution 13-11 Pertaining to Statutory Recovery of \$227,989 in 2004 Election Costs

Kathy Kucsan read the resolution. Section 6 needs to be corrected to say Section 5. Peggy Lehmann motioned to approve amended Resolution 13-11 Pertaining to Statutory Recovery of \$227,989 in 2004 Election Costs. Rob Johnson seconded. The motion to accept the resolution passed nine to one. Bob Grant asked that it be noted he is in favor of election costs recovery, but he is not in favor of Section 1 referring to the amount to be recovered.

## **4. Reports**

### **4.1 Treasurer**

Dan Hopkins reported the August 2013 SCFD sales and use tax revenue was \$4,091,494.01. The 2013 year-to-date (YTD) sales and use tax revenue is \$30,735,585.61. This compares to YTD 2012 revenue of \$29,701,766.13. The variance is \$1,033,819.48, a 3.48% increase in YTD 2013 over YTD 2012.

### **4.2 Chairman**

Kathryn Spuhler thanked Dan Hopkins for attending an additional meeting regarding the budget. She thanked Bob Grant for his thorough review of the Tier II attendance policy. She also thanked Peg and staff for all their work on the budget and Tier II policy. Kathryn reminded the Board that the next planning session will take place October 29 from 2pm - 5pm at the Mizel Arts and Culture Center. Kathryn would like to conduct Peg Long's performance review in December. She asked Peg to complete her self-review and send it to her and she would then share with the Board. Kathryn then asked the Board to send any questions or comments regarding Peg's performance to Kathryn.

### **4.3 Executive Director**

Peg Long reported the following:

- 2014 Board meeting calendar is in the Board packet
- Participated in the inaugural National Arts Innovation Summit held in Denver
- Participated in the Denver Metro Chamber's 2013 Leadership Exchange trip to Pittsburgh in early October. The focus of this year's trip was arts and culture. Activities included a tour of the cultural arts district and meetings with community arts leaders.

She stated she was able to participate in both events at no cost to SCFD.

Peg presented Resolution 13-12 Pertaining to Defining Tier II Audited Paid Attendance. Hal Logan asked if the auditors understood the language used in the resolution. Peg replied that they do as the same procedures have been in effect for many years and a number of auditors participated in development of the policy, including assisting in crafting the resolution language. Bob Grant asked if any representatives from Tier II, in the audience, had concerns regarding the implementation of the resolution. Charlotte D'Armond Talbert, Coordinator of the Scientific and Cultural Collaborative, stated it will take some effort to train Tier II education staff and teachers to document school programming attendance. Steve Wilson said it will be good for Tier IIs to have a "rule book" in regards to documenting attendance. Kathy Kucsan asked how the process works in regards to staff reviewing and confirming attendance. Peg explained that if staff has any questions regarding attendance a conversation occurs with the organization to come to an understanding regarding the issue. Rob Johnson said he feels the policy will provide guidance to the County Cultural Councils regarding attendance.

Kathryn Spuhler read the resolution. Shepard Nevel motioned to approve Resolution 13-12 Pertaining to Defining Tier II Audited Paid Attendance. Hal Logan seconded. The motion to accept the resolution passed.

## **5. Other Matters**

Peggy Lehmann reported that the nominating committee recommends the following slate of officers: Chair - Dan Hopkins; Vice Chair - Kathy Kucsan; Treasurer - Hal Logan; Secretary - Peggy Lehmann; The Board will not vote in a new slate of officers until January 2014.

## **6. Public Comment**

- Jane Potts, CAST3, reported that Wendy Littlepage, who serves on the Public Awareness Committee, and she are co-presenting four training workshops for Tier III organizations on how to use the new Tool Kit.
- Charlotte D'Armond Talbert reported the deadline for ordering banners and other items from the Signs of Support project is November 1. At this time 65 Tier IIIs, in addition to all Tier Is and Tier IIs, have placed orders.
- Kristy Bassuener encouraged everyone to see the Art Museum's new exhibit Passport to Paris.
- Steve Wilson encouraged everyone to attend JAAMMFest events.

**7. Adjournment**

The meeting was adjourned at 2:45pm.

  
Secretary

**SCFD BOARD OF DIRECTORS MEETING**  
November 21, 2013  
1:00 pm  
Greenwood Village Arts and Humanities Council  
Meeting Minutes

**SCFD Board members present:** Chair Kathryn Spuhler, Vice-Chair Kathy Kucsan, Treasurer Dan Hopkins, Secretary Councilwoman Peggy Lehmann, Elaine D. Torres, Bob Grant, Rob Johnson and Shepard Nevel

**SCFD Board members not present:** Joseph Arcese, Damon O. Barry and Hal Logan

**SCFD staff present:** Executive Director Peg Long, Senior Program Manager Nancy McCamey, Program Manager Jessica Clare and Office Systems Administrator Sheila Mieger

### **1. Introductions and Approval of Agenda**

Kathryn Spuhler called the meeting to order at 1:05 pm followed by introductions. A quorum was present and the agenda was approved.

Peggy Lehmann took a moment to express her gratitude to SCFD staff for their work on the Rex Morgan Award celebration that took place on November 20. Other Board members echoed Peggy's comments.

Jo Cole – Cultural Arts Coordinator at the Greenwood Village Arts and Humanities Council, welcomed and thanked the Board for the ongoing SCFD support. The home of the Greenwood Village Arts and Humanities Council is the Curtis Arts & Humanities Center. The Center hosts exhibits in the upper level gallery space and art classes in the lower level studio space.

### **2. Approval of October 24, 2013 Board Minutes**

Kathy Kucsan motioned to approve the minutes. Bob Grant seconded. Motion to accept the minutes passed.

### **3. Approval of October 29, 2013 Board Planning Session Minutes**

Dan Hopkins motioned to approve the minutes. Rob Johnson seconded. Motion to accept the minutes passed.

## **4. Reports**

### **4.1 Treasurer**

Dan Hopkins reported the September 2013 SCFD sales and use tax revenue was \$4,076,983.20. The 2013 year-to-date (YTD) sales and use tax revenue is \$34,812,568.62. This compares to YTD 2012 revenue of \$33,693,887.11. The variance is \$1,118,681.70, a 3.32% increase in YTD 2013 over YTD 2012.

### **4.2 Chairman**

#### **4.2.1 December 12, 2013 Board Meeting**

Kathryn Spuhler announced a December 12, 2013 Board meeting at Tactile Textile Arts had been added to the schedule.

#### **4.2.2 Introduction of Guest**

Kathryn introduced Kate Lubotsky, a teenage actress residing in Jefferson County, who approached her with an idea to get teenagers involved in the SCFD reauthorization process. Kate presented her ideas to the Board. She would like to see a "teen council" formed of students from each of the seven counties. This council would be able to learn from the Board, share their knowledge with the Board and work as ambassadors of the SCFD.

Board members had a number of questions regarding Kate's background and proposal. Rob Johnson and Dan Hopkins felt the public awareness committee would be a good place to discuss implementing Kate's suggestions. Kathryn let Kate know she would be hearing from either herself or Dan. The next meeting of the Public Awareness Committee is scheduled for January. Elaine D. Torres asked Kate how she became aware of SCFD and its impact. Kate said she saw the logo in the programs of the plays in which she has

performed. She noticed the logo at the theatre buildings as well, so she looked into it a little further. Kate feels kids have influence over their parents' purchasing decisions and could have the same impact on their voting decisions. In response to a question from Kathryn Spuhler, George Sparks of the Denver Museum of Nature and Science stated that the Museum has a teen board that meets regularly and provides feedback and input. The Board thanked Kate for presenting well thought out, specific ideas about how she and her peers could assist the Board and the SCFD.

#### 4.2.3 STEPS: Arts Education Matrix Project and Presentation

Kathryn and Peg Long introduced Emily Hall. Emily Hall has been working for the SCFD in a consulting capacity to assist the STEPS committee. Emily presented a mock-up of a potential website the committee is working to create. The website would be a place educators could locate, by discipline, grade and/or format, specific arts education programming. It could potentially allow for the phase out of the hard copy Scientific and Cultural Collaborative (SCC) School Directory. The SCC is interested in possibly taking on the management of the site once it is up and running. The cost of the website is estimated at \$30,000 to \$35,000. Peg has written letters of inquiry to a few local foundations. Neither the SCFD nor the SCC would be able to finance the building of the site.

The Board asked the committee to keep in mind the costs for marketing and maintaining the site as the project proceeds. The Board thanked Emily for her work on the project.

### 4.3 Executive Director

Peg Long reported the following:

- SCFD office will be closed November 28 and 29
- She thanked the Board for attending this year's successful Rex Morgan Award event. She has already received very positive feedback.
- Strategic Planning Follow-up:
  - She presented the Board with a draft timeline of specific activities and deadlines between January 1, 2014 and November 8, 2016, election day. She asked the Board to give the timeline some careful thought and let her know if there are any items that need to be clarified and/or added. Once the Board is comfortable with the document they can approve its distribution.
  - Staff will be meeting internally to review the issues and questions highlighted in the planning session facilitator's report and make a first pass at what can be addressed through Board policy and staff procedure as distinguished from issues that would require a statutory change. Staff also hopes to bring to the board one or more options for engaging SCFD stakeholders in the process.

### 5. Other Matters

#### 5.1 *Imagine 2020* presentation by Arts and Venues Denver

Peg Long introduced Kent Rice, Executive Director, Arts & Venues a department of the City of Denver. Kent presented to the Board the City and County of Denver's *Imagine 2020* cultural plan. Denver's last cultural plan was developed in 1989. The group working on this current plan wanted to make sure it transcends any single mayor or city administration. The City hired an outside consulting group, Corona Insights, to manage the process. The cost of the project is \$90,000. (Chicago's most recent cultural plan cost \$350,000 by comparison). The *Imagine 2020* committee started by studying cultural plans of similar sized cities, as well as major cities Denver would like to emulate. They then looked at what they could reasonably hope to accomplish. Corona Insights proceeded to gather community input. Cultural and civic leaders were interviewed. Residents of the entire Denver Metro area were encouraged to complete an online survey, attend various "input" meetings or respond to a phone survey. Kent said he would make the data collected available. The results showed that people don't engage in the arts due to time, not knowing what is available, and cost. People were asked to provide one word to describe the arts scene in Denver. Popular responses were: diverse, exciting and accessible. The committee has since put together a "Collective Vision" of seven steps:

1. Arts, culture and creativity are fully integrated into daily life, work and play in Denver.
2. Arts, culture and creativity are amplified in Denver - and amplify the city to world.



3. Arts, cultural and creativity are truly inclusive and accessible for all.
4. Exposure, appreciation and participation in arts culture and creativity span our lifetime.
5. Denver's diverse artists and creatives are locally cultivated and flourishing.
6. Denver's economic vitality is accelerated by arts, culture and creativity.
7. Collective leadership is committed to high impact results across Denver.

The next step is to develop action plans to accomplish the seven visions. The Board asked a number of questions throughout the presentation. They thanked Kent for taking time to update them on the *Imagine 2020* project.

#### **6. Public Comment**

- Jo Cole asked how funds can be used for public art. Peg asked Nancy McCamey to follow up with Jo after the meeting.
- Jane Potts, CAST3, reported she and Wendy Littlepage co-presented four training workshops for Tier III organizations on how to use the new Tool Kit. A total of 54 people participated.
- Kathy Kucsan shared that she recently was Popsicle, the SCFD mascot at a Boulder Potters Guild event. (They won her services at the Boulder County Tier III Check Ceremony through a raffle.) She enjoyed having an opportunity to speak to people about the SCFD.

#### **7. Adjournment**

The meeting was adjourned at 2:30pm.

  
Secretary

## SCFD BOARD OF DIRECTORS MEETING

December 12, 2013

1:00 pm

TACTile Textile Arts Center

Meeting Minutes

**SCFD Board members present:** Vice-Chair Kathy Kucsan, Treasurer Dan Hopkins, Secretary Councilwoman Peggy Lehmann, Elaine D. Torres, Damon O. Barry, Hal Logan, Bob Grant, Rob Johnson and Shepard Nevel

**SCFD Board members not present:** Chair Kathryn Spuhler and Joseph Arcese

**SCFD staff present:** Executive Director Peg Long, Senior Program Manager Nancy McCamey, Program Manager Jessica Clare and Office Systems Administrator Sheila Mieger

### 1. Introductions and Approval of Agenda

Kathy Kucsan called the meeting to order at 1:05 pm followed by introductions. A quorum was present and the agenda was approved.

**ML Hanson**, Board President – TACTile Textile Arts Center, welcomed and thanked the Board for SCFD support. TACTile offers classes and exhibits year round focusing on the fiber arts. The Board is currently focusing on promoting TACTile to people who appreciate fiber arts but are not necessarily artists.

### 2. Approval of November 21, 2013 Board Minutes

Bob Grant motioned to approve the minutes. Rob Johnson seconded. Motion to accept the minutes passed.

### 3. Reports

#### 3.1 Treasurer

Dan Hopkins reported the October 2013 SCFD sales and use tax revenue was \$3,995,569.51. The 2013 year-to-date (YTD) sales and use tax revenue is \$38,808,138.32. This compares to YTD 2012 revenue of \$37,463,526.62. The variance is \$1,344,611.70, a 3.59% increase in YTD 2013 over YTD 2012.

#### 3.2 Chairman

Kathy Kucsan read a statement from Kathryn Spuhler. Kathryn asked the Board for permission to include their signatures on a letter of thanks to the county cultural members. All agreed. She encouraged the Board to consider staff's idea to convene work groups to discuss the various issues the Board will need to address as part of the reauthorization process. The statement closed with Kathy reading an email Joseph Arcese sent to Kathryn letting the Board know he is having some health issues and therefore was unable to attend the December meeting.

#### 4.3 Executive Director

Peg Long reported her staff convened a day long retreat. The purpose was to identify issues to be addressed in regards to reauthorization and to develop a plan to address said issues.

The guiding principles for the retreat were:

- Incremental change
- Clarity
- Simplicity
- Transparency
- Accountability
- Compliance with nonprofit best practices

Staff reviewed identified issues and grouped them by broad topic areas. The issues reflect those identified by Board and staff in interviews conducted by 2013 board planning facilitator Raylene Decatur, the stakeholder assessment process conducted by Chris Adams, as well as issues staff has identified through daily implementation of the SCFD statute and related processes. Seven broad topics were identified: Eligibility, Tier I, Tier II, Tier III, County Cultural Councils, Tax Levies and SCFD administration.

The proposed model employs issue-based work groups, comprised of approximately 5-10 participants. Participants would be representative of all constituents impacted by the issue, e.g., a specific group/tier of organizations or the county cultural

councils. Work group and task force participants would be selected from stakeholder responses to SCFD survey (sent to all SCFD funded organizations and council members) and shall reflect experience and knowledge, as well as a diversity of budget sizes, counties, stakeholder groups and disciplines (art, music, theatre, dance, zoology, botany, natural history, cultural history). Additional participants could include SCFD board members and/or SCFD Board Advisory Committee members. Not all issues or topics would require a workgroup. Some issues could be addressed through board policy drafted by staff and presented to the board. Those that would require stakeholder input would be vetted.

Work groups would generally be facilitated by SCFD staff, and possibly by professionals, if an issue so required. Fall of 2014 would be the deadline for completion of the tasks undertaken by work groups. At that point, a comprehensive summary of work group results would be prepared by staff and presented to the Board. The Board would convene a small task force whose participants might be drawn from the work groups and could include members of the SCFD Board Advisory Committee. The task force would review the summary results and identified options, and serve as a resource to the SCFD Board, answering questions regarding the content and options identified.

Public input would also be solicited. The SCFD Board would ultimately determine the statutory changes to be made and the tax levy for each tier.

Board members asked a variety of questions clarifying the proposed process and issues. The Board asked staff to add an issue(s) to Tier III, Tier II and County Cultural Councils to discuss multi-county organizations and tier structure. The Board would like to have one to two board members serve on each work group.

Shepard Nevel stated that the work groups could accomplish their tasks in a matter of weeks rather than months. He motioned to accept the proposal outlined by staff, with the understanding the process is to be fluid. As other matters arise they will be folded into the process. Dan Hopkins seconded the motion. All agreed.

#### **4. Election of Officers**

The nominating committee suggested the following slate of officers for 2014: Dan Hopkins, Chair; Kathy Kucsan, Vice Chair; Hal Logan, Treasurer; Peggy Lehmann, Secretary.

Kathy Kucsan motioned to approve the slate of officers. All were in favor. Kathryn Spuhler will officially turn over the chairmanship at the January 2014 meeting of the Board.

#### **5. Public Comment**

- Joe Wilcox addressed the Board with a suggestion to amend the statute to allow the Board to withhold funds from a qualifying organization if said organization is not benefiting the public. Kathy Kucsan said the suggestion could be addressed by one of the work groups.
- John Bunting asked the Board to consider if the current way funds are distributed is fair. He feels some counties benefit more than others.

#### **6. Adjournment**

The meeting was adjourned at 2:30pm.

  
Secretary