

**MINUTES OF THE CITY OF GRAND JUNCTION
COMMISSION ON ARTS AND CULTURE**

November 16, 1994

COMMISSIONERS PRESENT: Paula Andrews
Cassie Castleberry
Ursula Hemmerich
Karen Kiefer

Jeanne Kilgore
Richard Leinaweaver
Ann Sanders

COMMISSIONERS EXCUSED: Ron Maupin

COMMISSIONERS ABSENT: Phillip Freitas

GUESTS PRESENT: Debra Semrau (Doo Zoo Children's Museum), Gary Smith (Gary Smith Productions), Berta Donn Flagg (JABOA), Jodi McIntosh (JABOA), Steve Mandell (Western Colorado Center for the Arts).

The regular meeting of the **Commission on Arts and Culture** was held at 4:00 p.m. on the above date. Chair Castleberry called the meeting to order. Two changes were made to the agenda and a motion was made by Leinaweaver, seconded by Kiefer, to approve the meeting agenda as amended. The motion carried unanimously. A motion was made by Hemmerich, seconded by Kiefer, to approve the minutes of the previous meeting on October 26, 1994 as written and mailed. The motion carried unanimously.

Debra Semrau, Executive Director of the DooZoo Children's Museum, presented a written request from the DooZoo for financial assistance in the amount of \$2000 to help defray an anticipated year-end shortfall of \$2500 in general operations and maintenance. Semrau presented the DooZoo's 1994 budget and balance sheet, and noted that currently the museum is undergoing extensive renovations funded by a \$30,000 Gate Foundation grant. Semrau answered several questions from Commission members. No action was taken at this time.

Gary Smith presented a written request as the primary organizer of the Marsha Thomas Memorial Chamber Music Festival for financial assistance to defray the start-up costs of the new organization, anticipated to be \$1790. He explained the two day festival, scheduled for Labor Day weekend, 1995, and noted that half of the proceeds would go to KPRN Public Radio (which Thomas help found) and the other half would go to the Grand Junction Symphony. He presented a list of festival board members and a proposed start-up budget which included stationery and office supplies, attorney's fees, Articles of Incorporation, bulk mail permit, and other items. He noted that they hoped to get support from Norwest Bank and obtain a Visitor and Convention Bureau Special Events grant to cover actual costs of the festival. Castleberry suggested Smith contact organizers of the Grand West Performing Arts Festival and see if they had any funds left following that festival's demise, and Leinaweaver suggested Smith contact Colorado Lawyers for the Arts for free legal advice and Articles of Incorporation. Leinaweaver noted the Commission did not wish to be the sole supporter of the festival. No action was taken. Hemmerich will serve as a liason to the organization, not a board member, to avoid conflicting with Commission bylaws.

CULTURAL ARTS COORDINATOR REPORT FOR NOVEMBER, 1994

CULTURAL EVENTS CALENDAR BROCHURE: Collected data from area arts organizations about events during December, January, and February for quarterly events calendar. Of the 75 letters requesting events information which were mailed out in October, we received ten replies (this was the same response rate as the first time we did the calendar). In addition, called ten organizations to confirm information or find out about events they might be having. Compiled events calendar brochure in the same format as previously, and will have 3000 copies printed at Pyramid Printing. Researched other calendar computer programs during this process, in case we need a more sophisticated program in the future. Printing will be complete the end of November.

ANNUAL ARTS ROUNDTABLE MEETING: Reviewed agendas of past meetings and put together an agenda for this year. Called Mike Hepps and Tricia Dickinson in Montrose, asking them to speak (Tricia agreed). Researched prices and availability of various venues as meeting places and called members of the Commission's Roundtable Committee to get a consensus on agenda items and the meeting location (Holiday Inn). Designed and printed 200 invitations to the meeting. Collected lists of board members from numerous arts organizations and created mailing labels for the invitations, which were mailed two weeks in advance of the meeting. Finalized a contract and arrangements with the Holiday Inn for the room and breakfast. Obtained necessary supplies, name tags, etc. Made copies of the agenda and other materials which are to be distributed to the attendees. Confirmed the attendance of forty people with the Holiday Inn two days in advance. Facilitated the Roundtable Meeting and compiled minutes and notes from the discussions, which will be mailed to all participants

ART MIND/BUSINESS MIND CONFERENCE: Purchased coffee, donuts, pastries, fruit, and juice for the Art Mind/Business Mind Conference jointly sponsored by the Colorado Council on the Arts, Colorado Office of Business Development, Colorado Small Business Development Center, the Western Colorado Center for the Arts, and the Commission on Arts and Culture on November 12. The conference was attended by 52 area artists and arts administrators.

GRANTS TO ARTS ORGANIZATIONS: Prepared a comprehensive list of state and local government, foundation, and corporate grants available to arts and cultural organizations from research done in Commission files and the Mesa County Public Library. Wrote a list of grant application guidelines explaining how to obtain grants, how to deal with government agencies, how to approach foundations and corporations, and also collected sample applications from numerous granting agencies. Taught an Arts Management class for Michael Gerlach at Mesa State College all about grants and grant-writing on November 10.

ADMINISTRATIVE: Wrote, typed, and mailed minutes from October Commission meeting. Wrote, typed, and mailed agenda packet for Commission's November meeting. Talked to several organizations asking about possible funding from the Commission. Attended Parks and Rec Dept. meeting November 2. Mailed JABOA agendas. Miscellaneous filing, correspondence, telephone calls, etc. Attended Parks and Rec meeting on new parks and recreation center November 14.

Total hours as of 11-16-94 -- 80

GRAND JUNCTION COMMISSION ON ARTS AND CULTURE
FINANCIAL REPORT OF EXPENDITURES

Through the month of OCTOBER, 1994

| Category of Expenses | Budget for the Year | Actual Expenses for the Month | Actual Expenses to Date | Additional Encumbered Expenses | Balance Available |
|--|-----------------------------------|-------------------------------|-------------------------|--------------------------------|-------------------|
| Cultural Arts Coordinator (salary) | \$ 8225 | 1626.93 | 5965.41 | 2262.59 | |
| FICA taxes/employee insurance | 975 | 300.00 | 707.42 | 267.58 | |
| Office Rent (\$200/month) - DDA | 1400 | 200.00 | 1000.00 | 400.00 | |
| Receptionist (\$100/month)-DDA | 700 | 100.00 | 500.00 | 200.00 | |
| Membership and Dues | 150 | | 35.00 | | 115.00 |
| Office Start-up Costs | 3500 | | 2213.49 | | 1286.51 |
| Travel / Conferences | 2600 | | 762.61 | | 1837.39 |
| Telephone | 750 | | 90.00 | | 660.00 |
| Copying/Printing/Materials | 3100 | | 2657.40 | 500.00 | (57.40) |
| Office and Operating Supplies | 900 | 276.92 | 703.15 | | 196.85 |
| Consultant Services | 2400 | 700.00 | 1547.00 | | 853.00 |
| Special Events | 0 | | | | |
| Workshops/Roundtables | 1500 | | 50.00 | 500.00 | 950.00 |
| Business Recognition PLUS Norwest donation \$1400 | 2500 3900 | 700.00 | 2685.86 | 700.00 | 514.14 |
| Regranting to Arts Organizations | 5500 | 1500.00 | 7235.00 | | (1735.00) |
| PLUS CO Council on the Arts Grant | \$2000 | | | | 2000.00 |
| TOTAL | -\$34,200- \$37,600 | \$5,403.85 | \$26,152.34 | \$4,830.17 | \$6,617.49 |