

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

JULY 27, 1994

COMMISSIONERS PRESENT: Sandra Brown Karen Kiefer
 Cassie Castleberry Jeanne Killgore
 Ursula Hemmerich Richard Leinaweaver

GUESTS PRESENT: Steve Mandell (Western CO Center for the Arts)

Chair Sandra Brown convened the meeting at 4:00 p.m., and Leinaweaver moved, Castleberry seconded, that the minutes of the previous meeting, June 29, 1994, be approved as written. The motion carried unanimously. Castleberry moved, Kiefer seconded, that the Cultural Arts Coordinator's report for June be accepted. The motion carried unanimously.

STRATEGIC CULTURAL PLAN COMMITTEE: A bid from Tom Ralser of the Western CO Bureau of Economic and Business Research was discussed, and in light of the \$3,799 total, there was discussion concerning what the Commission might learn from a new telephone survey. Sarmo noted that some money could be saved by enlisting the assistance of the Retired Senior Volunteer Program to do the actual telephone calls. Castle berry moved, Leinaweaver seconded, that the Commission purchase from the Western CO Bureau of Economic and Business Research the necessary survey questions and telephone script as well as the random sample list of telephone numbers, that RSVP be asked to do the telephone calling, and that the Cultural Arts Coordinator to the data input and report. The motion carried unanimously, Brown noting that the consensus of the Commission is to have the telephone survey completed for under \$1000.00 The survey will determine the general public's cultural attitudes and activities.

BUSINESS IN THE ARTS AWARD COMMITTEE: Brown noted a need to begin planning soon for the 1995 award and Leinaweaver and Killgore volunteered to serve on the committee again. It was noted that a large sandstone sculpture by Lyle Nichols was chosen to be the award to Norwest Banks as the 1994 recipient. There was a discussion concerning where to place the sculpture due to some downtowners objections to the VCB location, and it was decided to have Andrews talk to bank president Bill Petty and ask if he wanted the Commission to determine the permanent location, and if so to make that request in writing. There was a discussion about ideas for next year's award and it was decided that a committee meeting will be scheduled at the next Commission meeting.

CALENDAR COMMITTEE: Brown reported that the Calendar Committee had met and decided on a format and possible design for publishing a new community cultural events calendar. The calendar will be a brochure, produced quarterly, the first issue being September-October-November, 1994. Karen Kiefer will do the graphics and typesetting. Sarmo distributed a letter which was mailed to 75 arts organizations and businesses explaining the new calendar and requesting information. Bids from four printing companies were considered. Castleberry moved, Leinaweaver seconded, that the Commission hire the low bidder, Pyramid Printing, to print 3000 brochures in three color ink for a cost of \$513. The motion carried unanimously.

CULTURAL ARTS COORDINATOR REPORT: Sarmo's report for the month of July was distributed, and a new monthly financial report showing Commission expenditures by category through June. An itemized bill from Joan Madison to Avalon Theater, Inc. was presented pursuant to a request from the Avalon to the Commission to help pay the cost of consultant services, and a subsequent request from the Commission about the breakdown of those fees and expenses. After review of the Commission's financial balance, Castleberry moved, Hemmerich seconded, that the Commission pay \$250 to Avalon Theater, Inc. toward the cost of hiring consultant Joan Madison. The motion carried unanimously.

WESTERN COLORADO CENTER FOR THE ARTS REPORT: Steve Mandell reported that the Art Center has signed a contract for renovation of portions of the center and work has begun. He noted that the center had completed a survey of its members and found that art exhibits are the most popular events there and that people want more interpretive information about the pieces being displayed, among other issues addressed in the survey questions.

AVALON THEATER REPORT: Sarmo reported that the Avalon Board lacked a quorum at its last meeting, and that purchase of the Avalon building by the City did not take place July 1 as planned but was being postponed because the City now felt an environmental impact study of the site should be completed first.

JUST A BUNCH OF ARTISTS: Sandra reported that JABOA had selected three judges and had met with Colorado Consortium of Community Arts Councils representatives about the CCCAC conference exhibit in September. She noted JABOA is planning its own exhibit for this fall.

OTHER: Sarmo reported, in answer to a question which arose at the last meeting, that Commission members are covered by the City's Errors and Omissions insurance policy for unintentional mistakes or wrongdoing.

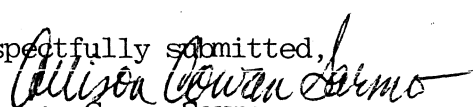
SCIENTIFIC AND CULTURAL FACILITIES DISTRICT: The ballot question finalized by the Museum of Western Colorado and the Mesa County Commissioners was discussed. Castleberry moved, Killgore seconded, that the Commission write a letter in support of the cultural district to the Museum and to the local media. Several pros and cons were raised. Castleberry moved, Kiefer seconded, that the matter be tabled until the next meeting pending asking the City Council how they feel about the Commission taking a stand on this issue. The motion carried, Leinaweaver opposed.

Castleberry showed a slide presentation put together by herself and Coordinator Sarmo which detailed arts and cultural facilities, organizations, activities, and local artists, and which is suitable for presenting to area service clubs and other groups. Several possible additions to the script and pictures were mentioned and Sarmo will work on this.

Brown discussed the possible use of the old Public Service Company building on South Fifth Street, now owned by the City, as an artist incubator facility. Brown, Leinaweaver, and Killgore volunteered to serve on a joint committee with the Downtown Development Authority to pursue this idea.

The next regular meeting of the Commission is Wednesday, August 24, 1994, 4:00 pm.

Respectfully submitted,


Allison Cowan Sarmo
Cultural Arts Coordinator

CULTURAL ARTS COORDINATOR REPORT
FOR THE MONTH OF JULY, 1994

TASKS ACCOMPLISHED:

- Business in the Arts award ceremony for Norwest Banks on July 20th - sent out two press releases; met with Leinaweaver and newspaper to plan award announcement advertisement; sent invitations to all nominees and nominators as well as City Council, VCB, Chamber of Commerce, etc.; provided punch, cookies, supplies; arranged for Mayor to present award; shopped for sculpture with Killgore and Andrews; contacted Lyle Nichols about purchase of his sculpture; contacted Norwest about placement and their paying for half of sculpture (as offered by president Petty).
- Became part of the City Parks and Recreation Department and attended two Parks and Rec staff meetings; sent letters and called Colorado Department of Revenue, Colorado Department of Labor & Employment, and Federal Internal Revenue Service to have them cancel Commission's employer account and numbers.
- Shopped several stores for a new computer as well as talked to City Purchasing Department and City Programming Department; in order to interface with City E-mail and Parks and Rec system a Gateway 2000 computer is now on order for the Commission.
- Community cultural events calendar - met and discussed cultural events calendar ideas with Chamber of Commerce staff members and with Councilman Theobald; met with Commission's calendar committee to formulate plan and design for calendar brochure; contacted local media, VCB, Chamber, DDA, and School District 51 to get guidelines and deadlines for their calendars and newsletters; produced a form to use to gather data for calendar brochure; sent a letter to all arts organizations (75) about the Commission's new quarterly calendar; contacted two volunteers about helping with data collection; called the major arts organizations for information about up-coming events.
- Cultural Plan telephone survey - met with Commission's telephone survey committee to decide what is it we need to know in the survey; met with Tom Ralser who will be doing the surveying for the Commission and discussed questions and costs.
- Attended a meeting of the DDA, City Community Development Department, and Assistant City Attorney about proposed Historic Preservation Ordinance.
- Attended a meeting at the Museum of Western Colorado to hear consultant Floyd Ciruli discuss the Scientific and Cultural District election campaign.
- Attended a workshop done by the Colorado Historical Society about their grants and grant writing guidelines.
- Accomplished numerous secretarial functions for Commission--minutes of meeting, correspondence, answered a survey, filing, telephone calling, etc.

Total hours as of 6/27/94 - 80½

GRAND JUNCTION COMMISSION ON ARTS AND CULTURE
FINANCIAL REPORT OF EXPENDITURES

Through the month of June, 1994

Category of Expenses	Budget for the Year 1994	Actual Expenses for the Month	Actual Expenses to Date	Additional Encumbered Expenses	Balance
Cultural Arts Coordinator (salary)	\$8,225			\$8,225	0
FICA taxes/employee insurance	\$1,150			\$1,150	0
Office Rent (\$200/month)	\$1,400			\$1,400	0
Receptionist (\$100/month)	\$ 700			\$ 700	0
Membership and Dues	\$ 150			\$ 35	\$ 115.00
Training	\$ 500		\$ 35.		\$ 465.00
Travel	\$2,100		\$274.01		\$ 1,825.99
Telephone	\$ 750	\$ 90	\$ 90		\$ 660.00
Copying/Printing/Materials	\$4,500			\$2,000	\$ 2,500.00
Office and Operating Supplies (start-up costs-\$3,500)	\$4,400	\$110.72	\$189.24	\$ 59.70	\$ 4,151.06
Consultant Services	\$2,400				\$ 2,400.00
Special Events	\$5,500	\$500	\$5385	\$ 650	(\$ 535.00)
Workshops/Roundtables	\$1,500				\$ 1,500.00
Business Recognition	\$2,500		\$167	\$ 418.95	\$ 1,914.05
Regranting	0				
Total	\$35,775	\$700.72	\$6,140.25	\$14,638.65	\$14,996.10

GRAND JUNCTION COMMISSION ON ARTS AND CULTURE
FINANCIAL REPORT OF EXPENDITURES

Through the month of JULY, 1994

Category of Expenses	Budget for the Year 1994	Actual Expenses for the Month	Actual Expenses to Date	Additional Encumbered Expenses	Balance Available
Cultural Arts Coordinator (salary)	\$8,225	\$2711.55	\$2711.55	\$ 5513.45	0
FICA taxes/employee insurance	\$1,150	207.42	207.42	942.58	0
Office Rent (\$200/month)	\$1,400	400.00	400.00	1000.00	0
Receptionist (\$100/month)	\$ 700	200.00	200.00	500.00	0
Membership and Dues	\$ 150	35.00	35.00		\$ 115.00
Training	\$ 500		35.00		465.00
Travel	\$2,100		274.01		1825.99
Telephone	\$ 750		90.00		660.00
Copying/Printing/Materials	\$4,500				4500.00
Office and Operating Supplies (start-up costs-\$3,500)	\$4,400	151.99	341.23		4058.77
Consultant Services	\$2,400			250.00	2150.00
Special Events	\$5,500	700.00	6085.00		(585.00)
Workshops/Roundtables	\$1,500				1500.00
Business Recognition	\$2,500	1518.95	1685.95	268.38	545.67
Regranting	0				0
Total	\$35,775	\$5924.91	\$12065.16	\$8474.41	\$15,235.43