

Grand Junction Commission on Arts and Culture  
Minutes  
June 28, 2000

Commissioners Present: Pamela Blythe  
Seth Brown  
LeRoy Donegan  
Priscilla Mangnall  
Janet Prell  
Bill Whaley  
Commissioners Absent: Beth Buys, Peter Ivanov, Bill Reidy

The regular monthly meeting of the Grand Junction Commission on Arts and Culture was held on the above date. Chair Priscilla Mangnall called the meeting to order at 4:00 p.m. A motion was made by Brown, seconded by Whaley, to approve the minutes of the previous meeting held on June 1, 2000. The motion carried unanimously.

NEW COMMISSIONERS: The Commission welcomed two new members, Pamela Blythe and Janet Prell, who were just appointed by the City Council to three year terms, along with returning Commissioner LeRoy Donegan, who was reappointed to a second term.

JULY MEETING: Because of the Cultural Arts Coordinator's up-coming vacation, the regular monthly meeting scheduled for July 26 was postponed until Tuesday, August 1 at 4:00 p.m.

ELECTION OF OFFICERS: The election of Commission officers for 2000, which had been postponed until new members were appointed, was discussed, with the Coordinator reading the chair and vice-chair job descriptions from the Commission's By-laws. Brown nominated LeRoy Donegan as chair and Whaley nominated Priscilla Mangnall as vice-chair. Whaley moved to accept these nominations by acclamation. The motion carried unanimously. The newly elected officers will take up their duties as of the next meeting.

APPOINTMENT OF COMMITTEES: Standing committees were discussed and the duties of each explained to the new members. The consensus of the Commission was to eliminate the Cultural Facilities Committee and reinstate the Media Committee, with Blythe, Prell, and Whaley volunteering to serve on that committee. Commission members listed their committee preferences for the newly elected chairman, who will make the final appointments at the next meeting.

SHAKESPEARE IN THE PARK: The up-coming production of "Twelfth Night" August 3, 4, 5, and 6, was discussed and various tasks outlined. Commissioners signed up to distribute five posters apiece around town. Blythe volunteered to contact the *Daily Sentinel* about doing a cover story in *Out and About*. Prell volunteered to contact KJCT and KREX to schedule television interviews, and to call the media the end of July and remind them of the tent raising August 1. Whaley volunteered to do a live interview with TheatreWorks cast members on his KAFM radio show, and volunteered to help with tent and stage set-up. Sarmo will contact KNZZ about a radio interview there as well, and will send out two press releases about the show in late June and mid-July. Sarmo noted that the *Sentinel* will give the Commission \$1,000 worth of advertising for only \$200 during the week prior to the show.

Commissioners signed up to usher for each performance. Sarmo reported that eight to ten volunteers are needed for tent and stage set-up August 1 and tear-down August 6, and that she contacted the Grand Valley Theater Company, the Performing Arts Conservatory, Partners, the City's Volunteer Coordinator, Greenshoe Theatre Company, the Cabaret, and the Grand Junction High School Drama Department. Prell volunteered to contact the CASP program for volunteers. Sarmo recommended hiring a project/volunteer coordinator at \$8-\$10 per hour to be in charge of the set-up crew from noon – 6 p.m. August 1, to work as a general laborer and errand runner August 2 and 3

from approximately 10a.m. – 6p.m., and to be in charge of the tear-down volunteers from 10 p.m. - midnight August 6. A motion was made by Donegan, seconded by Prell to hire a paid project/volunteer coordinator for \$8-\$10 per hour, approximately \$200-\$250. The motion carried unanimously. It was decided to have the project coordinator call all volunteers July 24 or 25 to finalize the schedule, and to be in charge of decorating the area around the tent with pennants and/or balloons and the Commission's and the sponsors' banners. The consensus of the Commission was to contact Dee Mangnall and/or Gordon Rhoades about the job since they have experience with production staging.

Sarmo reported that the new Hawthorne Suites Hotel offered to house the entire company for only \$30 per room per night. She recommended obtaining visitors packets for the cast and crew from the Grand Junction Visitors and Convention Bureau, and Prell volunteered to do this. Sarmo will also ask for free admission passes for everyone from the Art Center, the Museum of Western Colorado, and the Western Colorado Botanic Garden Butterfly House to include in the packets. Brown volunteered to lead a tour of the Colorado National Monument if company members want one, and Sarmo can lead an Art on the Corner tour. Sarmo noted that tickets were designed, are being printed, and will be distributed free of charge at the Parks office, the Art Center, the Museum, and the Botanic Gardens. Sarmo will also design and print a program insert for the Grand Junction production and sponsors, noting that TheatreWorks will provide all the programs and the Commission only has to do a one page insert.

The Commission discussed doing an Opening Night Reception for the cast, crew, Commission, sponsors, volunteers, and Parks Department immediately following the August 3 show, either somewhere in Lincoln Park or at the Hawthorne Suites Hotel. A motion was made by Whaley, seconded by Brown, to host an Opening Night Reception at a cost of approximately \$150. The motion carried unanimously. Sarmo will work on arrangements and invitations, and Mangnall volunteered to help set up the reception. Sarmo will also hire a security guard to watch the tent and equipment in the middle of the night during the run of the show, obtain two porta-potties as restrooms for the audience on performance nights, make final room arrangements for the troupe with the hotel, and will contact the Revelers about doing some pre-show entertainment.

CORRESPONDENCE: A letter was read from the Brush and Palette Club apologizing for failing to credit the Commission on Arts and Culture as underwriters of their exhibit currently at the Art Center, and promising that this won't happen again.

REPORTS: The Cultural Arts Coordinator's Report for June and Financial Report of expenditures for the year to date were distributed and reviewed.

Chair Mangnall reported on a productive quarterly meeting of major arts organizations on June 15, with five attendees plus herself and the Coordinator.

As there was no further business to come before the Commission, the chair declared the meeting adjourned.

Respectfully submitted,

Allison Cowan Sarmo  
Cultural Arts Coordinator