

Brighton Cultural Arts Commission

Minutes

April 4, 2022

In Attendance: Kathy Wardle, Wilma Rose, Stef Brown, David Gallegos, Dolly Garcia, Robin Kring, Jamie Zerr-Lockwood, Gary Montoya, Peter Padilla. *Absent:* Sandie Mackenzie, Elena Townsend, excused and Ashley Cruz, excused.

Approval of Minutes – Peter moved to accept the corrected minutes to add a sentence listing the members of the By-laws and 501c3 committee consisting of Kathy Wardle, Dolly Garcia and Stef Brown. Jamie seconded. All in favor.

Introduction of Guest – Peter Berg, Management Analyst for the City of Brighton and point person for City grants gave us a presentation on the street widening project on Bridge Street from 22^{Ave} street to 42nd street. He is writing a RAISE Grant for this project and is asking the BCAC for a letter of support to add to the grant that we are interested in adding art in this project area. Discussed ideas of wrapping utility boxes, creatively designed bus stop structures or a gateway piece. Robin made a motion that BCAC send a letter of support for the Bridge Street, Smart Street project. Wilma seconded. All in favor.

Commissioner application: Laurie Maier submitted a letter to be considered as a member of the BCAC. Wilma made a motion to accept Laurie as a member. Peter seconded. All in favor.

Approval of Agenda: Kathy has a financial report that she wants to add to today's agenda. Peter moved to accept the amended agenda. Dolly seconded. All in favor.

New Business: Bromley Avenue Parkway - We did not discuss, tabled until May meeting.

Finance Committee Report- Robin presented the draft procurement policy that the finance committee worked on. Stephanie presented the information she investigated regarding non-profit checking accounts and Wilma presented administration information regarding liability insurance and bonding for members, audit information she acquired and information regarding yearly reporting of forms 990 and 1265. Wilma suggested that the BCAC join the Chamber. Kathy asked us to table any specific decisions or motions until after she presented the Financial Status Report that she added to the agenda today. He has researched how the Arvada Center and their MOU works with the City of Arvada.

Kathy presented a document for the group to review regarding our current financial working relationship with the city and the benefits we receive from this arrangement. From this review it was suggested that we work out a Memorandum of Understanding (MOU) with the city spelling out the services and procurement policy that the BCAC requires. We also need to clearly define the duties of the Staff Liaison.

Peter recommended against BCAC breaking from this arrangement with the city and encouraged us to complete the MOU establishing good accounting practices and establish better communication. He described the position of the BCAC treasurer as an oversight position, not a bookkeeping position. The treasurer would work on setting budget, previewing, and approving the monthly financial reports from the city and reporting back to the group.

Peter brought up concerns and thoughts from the City Council regarding the letter or spirit of Lodging Tax and the method of disbursements. Lodging tax is intended to directly funds events. The BCAC is designed to directly support art.

Action items related to this discussion:

- Peter and Kathy will meet with Alicia, the City attorney at Wilma's request to clarify the questions around the city handling finances for the BCAC 501c3.
- Kathy and the finance committee will meet with Catrina or Kayla from the finance department to define the elements of the MOU between BCAC and the city.
- The marketing committee will meet with Kristen and Zach on how they can work with the communication department at the city.
- The By-laws committee will meet to discuss changes to the by-laws to bring back to the group and will discuss requirements of being a 501c3 along with the SCFD requirements.

The remainder of the agenda was tabled until our meeting in May.

- Details of 2021 and 2022 expenditures and categories of SCFD and Lodging Tax Funds, report from David Gallegos
- Old Business: Remaining funds from Lodging Tax = \$48,048.52
- Awards: Platte Valley Players \$ 26,443.48
- Live at the Armory \$55,000
- Summerfest \$7,000
- Art in the Park \$500
- Dedicated funds for the Mural of \$68,000 and Art in the Park of \$ 1,850
- Matching Fund for Cemetery Art- \$20,000

Future Business: Marketing Plan and By-laws.

The meeting adjourned at 1:10 p.m.

Respectfully submitted,

Stephanie Brown