

## Brighton Cultural Arts Commission Minutes

June 6, 2022,

- Roll Call: Present; Wilma Rose, Peter Padilla, Robin Kring, Stephanie Brown, Jamie Zerr Lockwood, Dolly Garcia, David Gallegos, Catrina Asher and Erik Berg, Late, Gary Montoya.  
Absent: Kathy Wardle, Sandie Mackenzie, Elena Guerrero Townsend and Ashley Cruz.
- Approval of Minutes: Peter moved to approve the corrected minutes. Wilma seconded. All in favor.
- Approval of Agenda: Robin moved to accept the agenda adding the addition of discussing booths at city events. Laurie seconded. All in favor.
- New Business:
  - Financial Report - Catrina prepared the financial statements with the expenses that have been paid through the month of May. We have received our Lodging Tax dollars and the 2022 SCFD funding. Our fund balance is essentially cash. BCAC needs to reimburse funds from the 2021 SCFD funds in the amount of \$49,798 back to the Armory account and Bura. The same for Lodging Tax. We need to give Catrina the allocation of the grant funds we approved from the April 4<sup>th</sup> minutes. Catrina asked for a budget amendment for reimbursement the Armory Sights and Sounds reimbursement that came out of the general fund instead of BCAC. Peter made a motion to amend the budget to include the amount of \$49,798 reimbursement from the 2021 SCFD allocation. Stef seconded. All in favor.  
David will send the most up to date financials, the grant notification letter and money in advance form used several years ago to the BCAC group. Catrina will have the city attorney review the notification letter and money in advance documents before we implement any changes. Catrina will report on the MOU next month as she has been working on the scope of work the city will be providing to BCAC. Wilma asked about liability insurance for the Commission. Catrina suggested we use GOS funds to pay for this insurance.
  - Procurement Document:  
Robin summarized the document for the group and asked for feedback. Extensive discussion ensued with suggestions and clarifications. Catrina said it may be helpful to save our documents on Google drive and the city can

give the commission access to it. Wilma suggests we need training again on how to use Google drive. Catrina said the gift value guideline is now \$65.00 as per the State of Colorado Independent Ethics Commission, and this limit is a per year per vendor amount. Robin made a motion to accept the procurement policy and procedures for BCAC with the following revisions on page 4, item 4 to change the monetary value in excess of \$50 to \$65 per year per supplier; and page 6 for amounts over \$100.01 only change to \$150.01 only. Stef seconded. All in favor.

- Marketing Document: Robin introduced the document and will present it formally to the group next month. Move to the July agenda. The committee thanked Robin for all the work she and her team did on this plan.
- Discussion of booth at city events: Dolly Garcia wanted to know if the BCAC could have a booth at the city events and use the space for marketing the BCAC. Gary Montoya suggested we purchase a canopy made with our logos and a banner for future use. Laurie moved to investigate purchasing a canopy tent set up with our logos on it. Dolly seconded. All in favor. Gary will help us by looking into the options and cost to us to accomplish this.
- Old Business: Bus Tour to Greeley - Wilma will report on this next month. Moved to July agenda.
- Future Business:
  - By-Laws
  - MOU discussion
  - Liability insurance for the Commission.
  - Marketing Document

Organization Updates: Armory/Special Events, Arts and Culture Office, Eye 4 Art, Youth Commission, Downtown Partnership, Lodging Tax Advisory Committee, Main Street Creatives, City Council.

The meeting closed at 1:15 p.m.

Next Meeting: Moved to July 11, 2022, due to July 4<sup>th</sup> Holiday.

Respectfully submitted,

Stephanie Brown