

## Brighton Cultural Arts Commission Minutes

December 6, 2021

*Roll Call* : Present: Elaine Rowe, Wilma Rose, Kathy Wardle, Gary Montoya, David Gallegos, Stephanie Brown, Dolly Garcia, Elena Townsend. Absent: Ashley Cruz, Sandie Mackenzie, Ed Hawkins, Sheila Bolsover

*Approval of Minutes*: Wilma made a motion to accept the November 1st minutes. Kathy seconded. All in favor.

*Public Invited to be heard - Introduction of guests*: David introduced Eric Berg, the grant administrator for the city. Jamie Zerr Lockwood and Robin Kring both applicants for the BCAC.

### *New Business*:

- New Board applicants - Jamie Zerr Lockwood applied to join the BCAC. Stephanie moved to accept, and Wilma seconded. All in favor. Robin Kring also applied to join the BCAC. Kathy moved to accept, and Wilma seconded. All in favor.
- Finance Committee – Discussion regarding the need for a treasurer and a need for a finance committee of perhaps 3 or 4 members. The treasurer would be the chair of this group. Items this group would be responsible for is overseeing the funding for groups, receive quarterly reporting, start the yearly audit process. We will be electing officers at the January 3<sup>rd</sup> meeting. Stephanie made a motion for the BCAC to set up a Finance Committee. Elena seconded. All in favor.
- Policies, Procedures, Protocol for expenditures (sculptures, grantees, etc.) Discussion regarding the need to develop a process for expenditures in the future. Requests should go through the finance committee to initiate, document and process expenditures. Robin suggested we use templates to accomplish this. The accountant that we hire will have answers to our questions on operating procedures.
- Lodging Tax Budget -\$200,000 was awarded in 2020, \$52,700 was spent. Funds rolled over into 2021 were \$147,300. We have a balance of \$79,149.30 left in 2021. City Council approved to roll forward the Lodging tax dollars that didn't get spent due to Covid to use by the end of 2022. Wilma asked Eric if the \$68,000 mural project is included in the \$79,000. He will get back to us regarding. Kathy has the Lodging Tax requests that need to be granted by the BCAC. She has received four so far. Elaine will make an evaluation form and has scheduled to interview the 4 applicants at our January 3<sup>rd</sup> meeting. Wilma moved that

whenever possible the authorized grant awards go to the grantees at the beginning of the 2022 grant period. Dolly seconded. 6 Yay and 2 Nay. Motion passes.

- Grant Request for Eye 4 Art and Sculpture on Loan - David submitted a special application to the BCAC requesting the purchase of the People's Choice sculpture "Dancing Flame" and for the popular sculpture 'Kachina" from the Eye 4 Art program. It was recommended that he submit this request to the Public Art Committee for consideration.
- Bylaws Discussion – Wilma requested that we convene a small committee to review our bylaws. Elaine suggested we have the finance committee up and running first then look at the bylaws. Action: David to send the current bylaws electronically to the group.

*Continuing Business:*

- Discussion on BCAC funds accountability- David provided us with the 2020 and 2021 SCFD and Lodging tax income and expense reports We do not have a definitive amount of funding coming from the Lodging Tax for 2022 that will be spent in 2023. The next lodging tax meeting is December 30<sup>th</sup>.
- Butterfly Project - Possibly a future fundraising project.
- Art Survey – We did not receive many responses. Discussed condensing the survey and offering it again.
- SCFD - David supplied a copy of the SCFD 2022 budget, for \$188,418.
- Public Art Committee- Wilma stated that the BCAC will receive the minutes from the Public Art Committee every month. The BPAC requested \$50,00 from the BCAC for a 3-5-year marketing plan. Discussion followed about sending applications directly to Lodging Tax. Elaine wants to review the Lodging Tax rules. BCAC can receive grant requests if we follow the Lodging Tax criteria.
- Sculpture on Loan voting – Jerry Jaramillo's Dancing Flame won the People's Choice. Jerry received \$1,000 for first place.
- QR Codes feasibility - Gary Wardle is pursuing information on this.
- Sculpture Purchases - The Public Art Committee made a motion for the BCAC to approve the purchase of Kim Shaklee's "Hop To It" sculpture in the amount of \$21,000. Elaine seconded. All in favor. Wilma is expected to receive the invoice in the amount of \$7,400 from Bill Bunting for the sculpture " Raising Old Glory" also purchased by the BPAC.
- Service Awards Committee - Tabled until January.
- End of Month Budget Report - SCFD approved the 2022 Budget.

*Org Updates:*

No reports today. We discussed having each group submit a paragraph of updates in the future.

Motion to Adjourn -

Kathy moved to adjourn; Wilma seconded. Meeting ended at 1:20 p.m.

Respectfully submitted,

Stephanie Brown