



## MEETING SUMMARY

The Broomfield Cultural Council debriefed on the SCFD grant process, briefly discussed Arts, Science, and Culture grants and elected new officers.

## ROLL CALL

Present: Melanie Mulhall, Adam Evaritt, Kim Kennedy White, Deven Shaff, Melissa Islam, Suzanne Carroll, Pascale Fried, Suzanne Crawford

Others in attendance: Karen Gerrity, Cultural Affairs Manager; Cheryl German, Cultural Affairs Staff; Jessica Kato and Clara Nulty, SCFD staff

## AGENDA MINUTES

### CALL TO ORDER

Meeting was called to order at 9:15 a.m. by Kim Kennedy White, chair.

### APPROVAL OF THE AGENDA AND MINUTES

Agenda was approved by consensus. Adam Evaritt made a motion to approve the minutes. Melanie Mulhall seconded. The motion passed unanimously.

## REPORTS

### EVENTS ATTENDED

Council discussed events attended including Cherry Creek Arts Festival, Rene Heredia, Sweeney Todd, Meow Wolf (Santé Fe), Denver Art Museum's Women of Abstract Expressionism Exhibit, Getty Museum (Los Angeles), Smithsonian, Wicked (London), July 4 Military Concert and Westminster's Westy Fest.

### STAFF REPORT

- YesonSCFD looking for volunteers to help prior to the election. More information is available at [Yesonscfd.com](http://Yesonscfd.com). SCFD will be Item 4(b) on the ballot.
- Library will be closed the week of Thanksgiving due to carpet installation.
- Director search status: Three candidates presented at a public forum. They will be invited back for the final interview on August 23. The City Manager will announce the decision shortly thereafter.
- 6 Garden Center will provide storage space and programming space for the department. The details will be finalized in the fall.
- The Depot Museum roof repair is being delayed due to structural issues.
- This fall Creative Broomfield presents the Jazz Series, the Boulder International Film Festival Best Shorts, and the Broomfield Community Players' Importance of Being Earnest.
- Broomfield's Choice Award voting continues. Please vote at [www.broomfieldpublicart.com](http://www.broomfieldpublicart.com).
- The Public Art Committee has selected the artwork for 2017 Art for Awhile Sculpture Program.
- The Balance in Motion (all three pieces) is now installed at the Health & Human Services Building.
- The Sister City Committee sent nine teen delegates and four adults to Ueda, Japan. See the Broomfield Sister Cities Facebook page for information and photos of their trip.
- Broomfield Depot Museum Friends will host Shep Dog Days on August 27.
- The Library has announced the One Book, One Broomfield selection: *Grandma Gatewood's Walk*. See more information about this program at [broomfieldlibrary.org](http://broomfieldlibrary.org)

## SCFD REPORT

- Tier III eligibility is due on September 9 at 5 p.m. An open house is scheduled at SCFD on August 30<sup>th</sup>.
- September SCFD Board Meeting will be Thursday, September 22 at 1 p.m. Melissa Islam will represent the Council.
- The SCFD Annual report is now available. Broomfield's Lantern Parade made the front cover.
- SCFD has a new office manager, Kendal Zimmermann.
- SCFD will have a new grants system next year. Wise Hive is the new vendor.
- SCFD revenue increased 3.41% in 2016 over 2015.

## UNFINISHED BUSINESS

### DEBRIEF OF THE BROOMFIELD SCFD GRANT PROCESS

The Cultural Council reviewed the organization eligibility language:

*The primary purpose of scientific and cultural facilities shall be "to provide for the enlightenment and entertainment of the public through the production, presentation, exhibition, advancement or preservation of art, music, theatre, dance, zoology, botany, natural history, or cultural history."*

SCFD is expanding the definition to include earth science and life science as well as looking into literary arts.

Council reviewed the project definition. The Broomfield guidelines state that a project is a *restricted grant given to support a specific event or connected set of activities, with a beginning and an end, explicit objectives and a predetermined cost.*

Deven Shaff made a motion to only fund projects that occur in Broomfield County. Adam Ewearitt seconded. Vote did not pass - two in favor, three against, one abstain.

The Council will weigh the destination place applications against the current definition. The Council is comfortable with the current guideline for maximum request amounts based on the percentage of project budgets.

Deven Shaff made a motion that interviews will be required for all applicants. Melanie Mulhall seconded. The motion passed unanimously. Applicants are responsible for scheduling and re-scheduling if necessary. Organizations will be evaluated accordingly if they do not send the appropriate person who can address the Council's questions including financial matters.

The Council discussed letters of intents and applications not being complete. Melissa Islam made a motion that letters of intent are not required. Suzanne Crawford seconded. The motion passed unanimously.

SCFD office will determine if an application meets the minimum submittal requirements. Incomplete applications will not be considered for funding. Revised applications, revised financials, and other required documents will not be accepted after the grant deadline. Staff will not contact applicants for more information.

The following items will be moved to the September agenda:

- What worked well and what didn't work this year?
- Discuss rationale for scores and requests.
- Discuss the interview time length. Should GOS be given more time? Discuss the total time for the interview.
- Discuss whether or not organizations are allowed to bring and distribute materials? Is this too distracting? It's currently not an official SCFD policy.
- Creative Broomfield: Discuss how to engage Broomfield Cultural Organizations

## NEW BUSINESS

### BCAH REQUEST TO MOVE ACS GRANT FUNDING FROM BROOMSTOCK TO BROOMFIELD COMMUNITY PLAYERS

Adam Evaritt made a motion to accept the request to move the ACS Grant funding from Broomstock to the Broomfield Community Players. Deven Shaff seconded. The motion passed unanimously.

### ARTS, CULTURE AND SCIENCE GRANT REVIEW

Council briefly discussed the ACS grants. The grant application deadline is September 7 at 4 p.m. Council will receive grants via Google Drive. Council also reviewed how the grant opportunity has been marketing to the community and schools. The grant is currently marketed on the City and County of Broomfield's website (multiple locations), Creative Broomfield Facebook, specialized email newsletter BintheLoop, Broomfield Enterprise, BCAH newsletter, and word of mouth.

### ELECT OFFICERS

Melanie Mulhall made a motion to elect Deven Shaff as Chair and Pascale Fried as Vice-Chair. Melissa Islam seconded the motion. The motion passed unanimously.

## OPEN SESSION

Members discussed the SCFD eligibility of Broomfield Council on the Arts and Humanities. Plan to invite BCAH to a future meeting to provide more information.

## ADJOURNMENT

Melissa Islam made a motion to adjourn. Deven Shaff seconded. The motion passed unanimously. The meeting was adjourned at 11:57 p.m.

## APPROVAL

Minutes prepared by Cheryl German.

Approved by \_\_\_\_\_, Chair