

MINUTES - REGULAR MEETING  
Cultural Resources Board  
Wednesday, August 21, 1991  
5:30 P.M.  
Lincoln Center

PRESENT: Bill Kneeland, Karen Warren, Kathryn Stubler, Jane Folsom, Craig Swing, Jane Nevriy, Alison White

STAFF: David Siever, Mark Breimhorst, Mike Powers

GUESTS: Ellen Ittelson, Shawne Ahlenius (Hamer Siler George)

AGENDA

- I. Call to order (Bill Kneeland) 5:37 PM
- II. Consideration of Agenda  
Several changes were made to the agenda
- III. Consideration of minutes of July 24, 1991  
Jane Folsom moved to accept as amended (Alison White was not present at the July 24th meeting)  
Kathryn Stubler seconded  
Passed unanimously
- IV. Pool update - Mike Powers  
Council voted 5-1 to renovate the community pool. The concensus is that this was a compromise decision. The pool will close around April 1992 and re-open January 1993. This makes Lincoln Center expansion tougher, but still do-able, perhaps in stages.
- V. Museum Update - David Siever  
The job description for the new Museum Director was handed out (see attached). The position will close on September 20.
- VI. Plan-to-Plan Report - Ellen Ittelson, Shawne Ahlenius  
Two areas of the plan were presented: the Cultural Planning Vision and Cultural Planning Process  
  
Cultural Planning Vision  
The following opportunities were discussed:
  - Arts in the community
  - Artists/Arts organizations
  - Cultural facilities and programs
  - Community resources

**Critical Issues:**

Funding/cooperative  
Economic Development potential  
Umbrella Arts Organization  
Mid-size performance Hall  
Expansion of Large performance hall  
Historic preservation

**Cultural Planning Process:**

The planning process could be done three different ways:

- 1 - Community Task Force - Volunteers would develop goals and do the implementation
- 2 - Cultural planning consultants plan - Consultant would develop the plan
- 3 - Community Cultural plan - consultants work with volunteers to develop

**Planning steps:**

- 1 - Vision statement
- 2 - Mission statement
- 3 - Stakeholder participation
  - steering committee
  - interviews
- 4 - Community involvement
  - public education
  - public meetings
- 5 - Arts and culture inventory
- 6 - Goals, objectives and strategies
- 7 - Action plan and evaluation

**Comments/Questions from the Board:**

Who continues the action part of the process?  
This would need to be an overall arts organization (independent non-profit org.)  
Could perhaps be the steering committee.  
The arts organization should be made up of members of the community, not arts groups.

The steering committee would develop the vision statement and mission statement.

Members of steering committee should come from arts groups Boards, as opposed to directors of arts organizations, in addition to members from the community.

September may be the time to go to a Council work session for further direction.



**Cultural Resources Board  
Lincoln Center Report  
August 21, 1991**

**Peter Pucci Plus**

Residency ended August 16th. Pleased with residency activities... which involved service clubs, open rehearsals, workshops, etc. We've discussed possibility of residency next year and have ideas on how to improve and enlarge.

**Renovations**

Kitchen is finished. Bathrooms should be completed by end of August. Carpet and wall covering is in progress, with completion date set for the middle of September.

Season Ticket Sales Update	1990-91	1991-92
Showstopper	1429	2169
Dance	346	482
Film	771	790

**Phantom of the Opera Trips**

Feb 1st - Sold Out  
Dec 28th - 6 Seat left to sell

**New York Tour**

24 seats have been sold with only 12 left to sell. Tour includes Miss Saigon, Will Rogers Follies, Radio City Music Hall, Lost in Yonkers, Lincoln Center backstage tour, 4 nights hotel, round-trip airfare, apples.

**George Carlin Tickets**

Tickets went on sale Monday, August 19th. Approximately 500 tickets sold. Two performances means we have over 1800 left to sell.

**Staff Retreat**

Thursday and Friday, August 22,23. Agenda will include communication skills workshop and goal setting. Carpet will be installed in the administration office while staff is at retreat.

The Board's next step is to get comments to Hamer-Siler-George by August 31st.

Comments given to them at this time were that the plan needs role definition and that false expectations shouldn't be built into the process

Discussion by the Board followed:

- Stakeholders
- Funding
- Organization
- Specifics vs generalization
- Need concrete information and process

The decision from the Board was that we have enough information in place to move forward with a City Policy. The plan could follow and we should seek a NEA planning grant which would be available in 1993. Staff should present three options to Council:

- 1- Do the plan
- 2- Do the policy
- 3- Do the policy now and look at doing the planning in 1993

The third option is the recommendation

VII. Staff Reports:

Museum Report - David Siever (See attached)  
Lincoln Center Report - David Siever (See attached)

VIII. Other Business

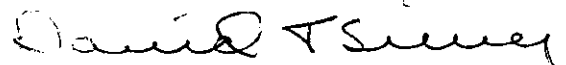
Staff is getting appraisal and looking into the possibility of purchasing the old beauty supply building on the NW corner of the Lincoln Center block.

Jane Folsom handed out a grant application from the Colorado Council for project grants for individual artists

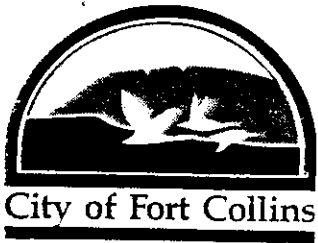
IX. Adjournment (8 PM)

Kathryn Stubler Moved  
Alison White seconded  
Passed unanimously

Respectfully submitted



David T. Siever



**Cultural Resources Board  
Museum Report  
August 21, 1991**

**Director Position**

Announcements have been placed in regional magazines and local advertisement will be placed Sunday, August 25th. Closing date for applications will be September, 20th.

**Infestation**

The last truckload (small load) will go to Denver by end of August. Karen Eberhardt and volunteers are working and will continue to replace items in storage and in the collection. The freezer has arrived and is in place and working. New items will be frozen before they are placed in storage.

**Shop/Storage**

The facilities department installed a wall dividing the current shop into two areas. One area will be used for storage and the rest of the space will remain shop space. New shelving has been purchased and the shop area is being cleaned and re-organized.

**Poster Exhibit**

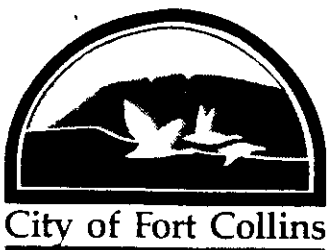
The Museum will participate in the 1991 Poster Exhibition. Ellen Martin will help coordinate for the Museum. Posters will com from Don Look Photography in Boulder.

**A Portrait - A Day in the Life of Fort Collins**

In cooperation with the Triangle Review and Western Camera the Museum presented this exhibit at New West Fest. Over the weekend, over 5,000 people visited the exhibit.

**New West Fest Square Dance**

Probably can best be described as a good start. The Historical Society cooperated by serving cake and punch. Some logistical problems occurred with the Country Western Band. There were many more spectators than dancers. Next year we hope to attract more dancers and special attraction dancers (wheelchair dancers, etc.).

M E M O R A N D U M

DATE: September 3, 1991  
TO: City Boards and Commissions  
FROM: Susan Kirkpatrick, Mayor *SK*  
RE: Public Notice Requirements -- Boards and Commissions

At its regular meeting on July 16, the Council approved certain changes in the procedures under which the City's boards and commissions operate, particularly with regard to public notice requirements. Resolution 91-102, a copy of which is attached, designates the lobby of City Hall West as the appropriate place for posting public notice of any "informal" gatherings of the Council or its boards and commissions, such as retreats, worksessions or committee meetings.

Under this resolution, the chairperson of each board or commission will be responsible for seeing that the required notice is properly posted. Your staff liaison will be available to assist you in ensuring compliance with this requirement. You should note that the notice is to be posted no less than twenty-four hours prior to the retreat, worksession or committee meeting. Also, where possible, it should include information about the availability of agenda materials.

The City Code already contains a notice requirement for all regular meetings of the City's boards and commissions. If the meetings are held at a regular date and time, the filing of a statement with the City Clerk is considered full and timely notice for these regular meetings. In the case of boards or commissions which meet on-call or irregularly, a notice of the meeting must be filed with the City Clerk at least twenty-four hours in advance of the meeting.

In summary, notices for all regular meetings do not require posting. Those notices are to be filed with the City Clerk, and such filing is necessary only if the meetings are not held at a regular date and time. Notices of any informal gatherings such as retreats, worksessions or committee meetings should be posted on the bulletin board of the second floor lobby. If you have questions regarding these publication requirements, please contact your staff liaison or the City Clerk's office.

SK/SJR:kkg  
Attachment

cc: Staff Liaisons to Boards and Commissions

RESOLUTION 91-102  
OF THE COUNCIL OF THE CITY OF FORT COLLINS  
REGARDING POSTING OF PUBLIC NOTICE

WHEREAS, the Code of the City of Fort Collins ("the Code") contains several requirements pertaining to the meetings of the City Council and its committees, as well as the meetings of City boards and commissions; and

WHEREAS, said requirements generally include provisions for providing full and timely public notice of such meetings; and

WHEREAS, certain other gatherings of the Council, its committees, boards and commissions, other than those defined as "meetings" under the Code, may also be of interest to the general public; and

WHEREAS, the Council considers it desirable in the public interest to provide a mechanism for making available to the public full and timely notice of such other gatherings.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FORT COLLINS as follows:

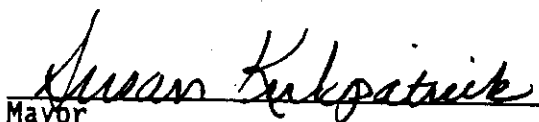
Section 1. That the second floor hall lobby of City Hall West, 300 LaPorte Avenue, shall be and the same hereby is designated as the proper place for the posting of public notice of any gatherings of the City Council, such as retreats or work sessions, and any gatherings of City boards and commissions, such as retreats, work sessions or committee meetings, for which public notice is not required by the provisions of the City Code.

Section 2. That the Council hereby directs the posting of public notice of any such gatherings of the Council or of City boards or commissions at which a majority or a quorum of the body is in attendance or is expected to be in attendance. Any such notice should be posted no less than twenty-four (24) hours prior to such gathering and, where possible, should include information about the availability of agenda materials.

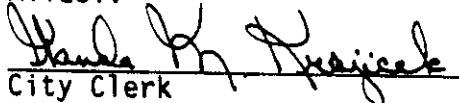
Section 3. That the chairperson of each board or commission shall be responsible for the posting of such notice.

Section 4. That the provisions of this Resolution shall remain in full force and effect until such time, if at all, that the same are subsequently modified by resolution or ordinance of the Council.

Passed and adopted at a regular meeting of the Council of the City of Fort Collins held this 16th day of July, A.D. 1991.

  
\_\_\_\_\_  
Mayor

ATTEST:

  
\_\_\_\_\_  
City Clerk



Mayo

M E M O R A N D U M

DATE: September 3, 1991  
TO: City Boards and Commissions  
FROM: Susan Kirkpatrick, Mayor *SK*  
RE: Ethics Review Board

On August 6, Council approved a Code change which makes the meetings of the Council's Ethics Review Board subject to the same open meeting requirements that exist for other Council committees. The Ethics Review Board is authorized under the Code to review and investigate complaints of unethical conduct filed against councilmembers or members of boards and commissions, as well as hypothetical situations involving potential conflicts of interest which are presented by councilmembers.

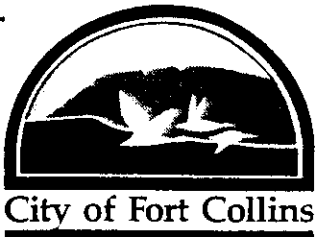
If you are uncertain as to how to handle a conflict of interest situation, you might want to direct your inquiry to your Council liaison to see if it should be reviewed by the Ethics Review Board. While the Ethics Review Board can meet in executive session to discuss such matters (notwithstanding the fact that its meetings are now otherwise open to the public), you should be aware that any advisory opinion issued by the Ethics Review Board would be filed with the City Clerk and would be available for public inspection.

I anticipate that, in the near future, you will be receiving some additional information about the City's rules of ethical conduct, together with practical recommendations for handling the kinds of ethical dilemmas which you might encounter in carrying out your duties as boards and commissions members.

In the meantime, if you have any questions about the role of the Ethics Review Board or about interpretations of the City's rules of ethical conduct, please do not hesitate to contact your staff or Council liaisons, the City Clerk's office or the City Attorney's office.

SK/SJR:kkg  
cc: Staff Liaisons to Boards and Commissions





Cultural, Library, and Recreational Services  
Lincoln Center

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DESCRIPTION OF WORK: DIRECTOR/FORT COLLINS MUSEUM

GENERAL STATEMENT OF DUTIES: Responsible for all operations at Fort Colling Museum. Administers and monitors annual budget; oversees administrative support functions; provides programming, special events, exhibits; works closely with community groups; coordinates fund raising and marketing activities; sets long range planning and goals; supervision of museum employees.

SUPERVISION RECEIVED: Works under the general supervision of Director of Cultural Services and Facilities.

SUPERVISION EXCERCISED: Supervise employees (full time and part time) providing curatorial, secretarial, receptionist functions. Supervise volunteer program.

DUTIES: Prepare museum budget, coordinate annual budget preparation, monitors budget expenditures.

Supervise Curatorial positions at Museum and provide direction for future activities and growth. Supervise and provide direction for hourly, temporary employees (Secretarial, receptionists, set-up workers, etc.) Update and revise job descriptions.

Provide and coordinate special events and exhibits designed to attract the general public to the museum. Create a system to update, change and maintain permanent display exhibits.

Provide outreach into the community including, but not limited to, traveling exhibits, special presentations, school lectures, collaborative programming, etc.

Establish and provide direction for a support group for the museum.

Provide direction to increase visibility and marketing for the museum in the Fort Collins community and in northern Colorado.

Work closely with Cultural Resources Board, advisory committees and various historical groups in the city to involve them in museum activities.

Provide a system for enhancing research capabilities.

Establish a fund raising program to provide for additional programming, special events, capital needs, etc.

Work with, and maintain good working relations, with other city departments, and adhere to all city policies.

Prepare short and long term planning to expand the museum and increase visibility in community.

Explore room rental and outside sales possibilities.

Explore computer data base for collections and general museum procedures.

Create a spirit of excitement, enthusiasm and fun for museum staff and volunteers.

Perform other duties and special projects as assigned.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES:** Ability to establish and maintain effective working relationships with the public and museum employees.

Excellent communication skills.

Knowledge of museum procedures.

Creative programming and fund raising skills.

Ability to organize record keeping systems and make recommendations regarding procedures and systems.

September 1, 1991