



Cultural, Library and Recreational Services  
Lincoln Center

REGULAR MEETING  
CULTURAL RESOURCES BOARD  
WEDNESDAY, JANUARY 25, 1989

5:15 PM  
LINCOLN CENTER

PRESENT: James Petersen, Christine Jones, Jane Folsom, Bill Kneeland,  
Ruth Hornberger, James Weitz  
ABSENT: Jane Nevriy  
STAFF: David Siever, Mark Breimhorst, Agnes Dix, Linda Green  
GUEST: Jan Carroll

I Call to order - Christine Jones - 5:18 pm - 1,1,003

II Consideration of Agenda - Christine Jones - 1,1,004

Order of agenda was changed as follows:  
James Weitz moved to discuss Item Number 8 after committee reports  
making it Item Number 6. Seconded by Bill Kneeland. Passed 6-0.

III Consideration of minutes of November 30, 1988 - 1,1,042

Bill Kneeland moved to approve minutes as written. Seconded by James  
Weitz. Passed 6-0.

IV Staff Reports - 1,1,049

Museum - Agnes Dix

A written report was distributed.

-Floor in Schoolhouse is almost finished.

-The security system is in place and has proven to be a good system.

-The name has been chosen for the support group. It will be the  
Association of Museum Friends. Board members will approve a slate of  
officers at the next meeting.

-There will be a repeat of the fundraiser, "A Good Day to Die" at the  
Lincoln Center Mini-Theatre.

-The conservation survey continues.

-Upcoming exhibits and programs were discussed.

-Outside displays are not completed as yet.

Lincoln Center - David Siever

A written report was distributed.

-South Parking lot lighting project is underway.

-The bathroom renovation project will be part of Choices '95.

-The replacement show for Bobby McFerrin will be "Sweet Charity."

-The liquor license was approved and will include the Terrace.

-Christmas art show was a real success.

-Reported on ticket sales for the various series.

-Discussed staff goals for 1989.

V Committee Reports - 1,1,227

Old Fort Signage Committee - Christine Jones will draft a thank you letter to Jane Nevriy for her work on this project and her donation to get it completed.

Museum Sub-Committee - There have been no meetings since last CRB meeting.

Larimer Chorale Historic Alliance - James Weitz

-He was out of town during last meeting. The group is trying to raise funds to mvoe the Nelson Farm Barn.

VI Fort Fund Update - 1,1,286

A. Funding Recommendations

Linda Green distributed minutes from Winter Session 1989 1989 and the final update on the proposal recommendations.

David Siever discussed conflict of interest.

James Petersen moved to approve the package as recommended. No second.

Bill Kneeland moved to discuss the Fort Collins Festival proposal before approving entire package. Seconded by Jane Folsom.

Motion was ammended by James Petersen to accept package excluding festival proposal to be discussed separately. Ruth Hornberger seconded. Discussion followed on how to proceed.

Vote: 2-3, with Christine Jones Abstaining. Motion denied.

James Weitz moved to discuss the Festival proposal at this time. Seconded by Bill Kneeland. Passed 6-0.

Jane Folsom, David Siever and Mark Breimhorst stayed for discussion but would not be included in discussion due to conflict of interest.

Bill Kneeland discussed the fact that an incomplete proposal was sent out the the entire Board. In all fairness to the proposal, it was discussed with the entire Board having received all the pages of the proposal with their minutes.

Bill Kneeland amended motion on the floor to include the reconsideration of the \$10,000 amount to possibly recommend a higher amount up to the \$15,000 requested. Ruth Hornberger seconded.

Discussion followed. Questions were asked of Jan Carroll concerning the plans for inclement weather and the schedule of events.

The question was asked if an increase to this proposal would affect the other recommended amounts. The amount available was discussed and it was determined that a change would not affect the others.

The memo sent to Council and the amount available for distribution was discussed.

This festival has the potential of being a draw to bring people into the area. Any funds made would remain with the Festival Committee to be used to make the festival self-sustaining. It is the desire of the committee not to get just one large corporate sponsor so that the Festival would be a community effort. They will go after corporate support.

The involvement of the Chamber of Commerce was discussed. They will be matching other funds. The committee also includes members from the Parks & Recreation department, CSU, and other community groups who will be sponsoring their events at the same time to be included as part of the Festival. The tie-in with the Tourist and Convention Bureau was discussed.

The festival will have a historic theme around the 125th anniversary of the founding of the fort.

Bill Kneeland discussed the benefit to Fort Fund if the name can be associated with a successful, large festival.

Vote was taken. Results: 2-3 with Jane Folsom abstaining. Motion denied.

Bill Kneeland moved to accept package as recommended. Seconded by Ruth Hornberger.

The Fort Collins Museum proposal and the Larimer Chorale proposal was not funded because they have not met the guideline that a report must be received for prior events before any other proposal can be considered. A letter to this affect will be sent to these groups suggesting they submit a final report and encourage them to reapply for funding during future sessions.

The Asian Fest proposal was discussed. James Petersen discussed the importance of learning more about the Asian culture and their influence on America. It was decided to keep recommended funding for this proposal.

The use of the city logo and acknowledgment statement found on the contract was discussed. Mark Breimhorst will check to make sure the City will allow the logo to be used for this purpose. If approved, it will be included with the letter and contracts sent to the funded organizations. The liaisons will follow up on publicity.

The duty of the liaisons was discussed briefly. It will be recommended that the contract be changed to include a comp ticket to events supported by Fort Fund for the liaisons.

The Unity proposal to bring in M. Scott Peck was discussed. The amount of the tickets was a concern. It was decided to keep

recommended amount the same.

Vote taken: Motion passed 5-0. (Bill Kneeland had left meeting, this was an unanimous acceptance).

Linda Green will call all organizations with the results. A follow-up letter will be sent with the names of the liaisons and the logo.

James Weitz moved to include the comp policy and use of the logo in the contract. Seconded by Jane Folsom. Passed 5-0.

B. Other Reports -

Two reports were included with minutes.

VII Annual Report - 2,1,189

James Petersen moved to approve and annual report. Seconded by Jane Folsom. Discussion followed.

The following changes were suggested:

Under Background: Delete the word Operations following Lincoln Center and delete Performing and Visual Arts Programming.

Under Lincoln Center portion: delete word operations and title Performing and Visual Arts-Projects and Activities and make all one under Lincoln Center.

Add under Fort Collins Museum report "Created sub-committee that was instrumental in forming a "Friends" group.

Delete CRB/LPC Sub-committee on Historic Preservation Incentives as it is no longer an active CRB committee. Add William Kneeland as a liaison to this committee under the liaison section.

Delete the final part of first sentence and second sentence under the Museum Sub-committee section.

Take off last sentence of the Old Fort Site Signage committee portion.

Change name from Preservation Trust to Historic Alliance.

James Petersen amended original proposal to accept annual report with changes. Passed 5-0.

VIII Goal and Objectives - 2,1,444

James Petersen moved to approve the goals and objectives with amendments. Seconded by Jane Folsom.

The Mission Statement was approved as written.

Under Short Term Advocacy:

Added:

Advocate for the celebration of the 125th anniversary of the founding of the Fort.

Advocate for the completion of feasibility study for a new cultural arts facility.

Advocate for the completion of the Box Elder Schoolhouse project.

Advocate for increased programming at the Fort Collins Museum.

Changed:

Advocate for Choices '95 plan to "Advocate for Choices 95 plan as it relates to the Lincoln Center restroom facility expansion.

Moved:

Advocate for the restoration and renovation of the Stone and Janis cabins to a medium goal.

Under Medium Term Advocacy:

Added:

Advocate for a new cultural arts facility.  
Advocate for the formation of a city-sponsored theatre company.  
Advocate for enlarging and enclosing the Courtyard at the Fort Collins Museum.

Under Ongoing:

Added:

Tourist and Convention Bureau

Under Board Action Short:

Added:

Review draft of the Downtown Plan  
Review and revise the guidelines and procedures covering Fort Fund proposals.

Under Board Action Ongoing:

Added:

To first goal - via the Council liaison.

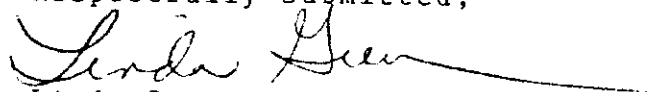
Vote on Motion: 5-0, motion passed.

James Weitz moved to adjourn meeting. Seconded by Jane Folsom.

Passed 5-0.

Meeting adjourned - 8:23 pm.

Respectfully submitted,

  
Linda Green  
Secretary

CULTURAL RESOURCES BOARD  
LINCOLN CENTER REPORT

South Parking Lot Lighting -

Three street lights are being installed in Mulberry Parking Lot which will solve the problem.

Bathroom Renovation -

Remains in Choices '95 as part of the 1/4 cent sales tax for Capital Improvements to be voted on at March election.

Replacement Show -

"Sweet Charity" replaces Bobby McFerrin on the Showstopper Series. Performances at 4 and 7:30 PM on Sunday, February 12th.

Liquor License -

The Licensing Board approved the new concessionaire and license area now includes "The Terrace".

Christmas Art Sales -

Sales of Pottery and Paintings over Christmas amounted to \$4,686. 30% of that amount is retained by Lincoln Center.

Season Ticket Sales

	<u>87/88</u>	<u>88/89</u>
Showstoppers	1360	1442
Dance	309	374
Childrens	1340	1378
Travel Film	706	799*

Reservations still being taken until "Argentina" film on February 1st.

Lincoln Center Staff Goals for 1989 - See Attached.

## LINCOLN CENTER GOALS - 1989

### HAVE TO:

- \_\_\_\_\_ Analyze and update performance indicators
- \_\_\_\_\_ Do necessary backup for feasibility study
- \_\_\_\_\_ Evaluate computer needs for entire building and formulate master plan

### WANT TO:

- \_\_\_\_\_ Document software programs (Admin. Office)
- \_\_\_\_\_ Ann - learn word processing
- \_\_\_\_\_ Train Linda and Ann on D Base (Donor Program)
- \_\_\_\_\_ Train Laura on Personnel procedures
- \_\_\_\_\_ Design and do cost and usage analysis of S. Lobby storage area
- \_\_\_\_\_ Design and do cost analysis for box office renovation
- \_\_\_\_\_ Design and do cost analysis for gallery security system
- \_\_\_\_\_ Increase FANS membership by 100%
- \_\_\_\_\_ Expand box office service to include satellite box office.
- \_\_\_\_\_ Prepare box office manual - outline box office procedures
- \_\_\_\_\_ Purchase tables/chairs/benches for Terrace
- \_\_\_\_\_ Design and build 3 Terrace sculpture security pedestals
- \_\_\_\_\_ Devise permanent hanging position in follow-spot platforms
- \_\_\_\_\_ Integrated Lobby sound system
- \_\_\_\_\_ Permanent installation of Micro-Star

- \_\_\_\_\_ Policy sheet for Mini-Theatre
- \_\_\_\_\_ Receptacle plate for dimmer board - Mini-Theatre
- \_\_\_\_\_ New upstage electric - Mini-Theatre
- \_\_\_\_\_ Cost and usage analysis for revamping Mini-Theatre dressing rooms
- \_\_\_\_\_ Extension of grid pipe - Mini-Theatre
- \_\_\_\_\_ Devise a plan to improve sound re-inforcement in the Performance Hall
- \_\_\_\_\_ Replace shutters, align and clean instruments
- \_\_\_\_\_ Improve communication between caterers and Lincoln Center
- \_\_\_\_\_ Organize quarterly meetings with caterers
- \_\_\_\_\_ Revise custodial schedule to fit the needs of the building and employees
- \_\_\_\_\_ Monitor interruptions
- \_\_\_\_\_ Monitor weekend duties
- \_\_\_\_\_ Monitor the Terrace and establish policies/guidelines for future use
- \_\_\_\_\_ Bi-weekly meetings to critique each event and review comment sheets
- \_\_\_\_\_ By July 1, make recommendations for improving services/fee structure for Terrace
- \_\_\_\_\_ By September 1, make recommendations for Terrace policies
- \_\_\_\_\_ Create summer events on the Terrace
- \_\_\_\_\_ Improve employee awareness regarding equipment usage and storage
- \_\_\_\_\_ Update equipment manual
- \_\_\_\_\_ Schedule workshops for equipment usage
- \_\_\_\_\_ Start monthly meetings during the day with scheduling office part-time staff



- \_\_\_\_\_ Contact Facilities for estimate of material and time line for Scheduling Office
- \_\_\_\_\_ Get bids from private vendors for Scheduling Office
- \_\_\_\_\_ Find funds to renovate Scheduling Office
- \_\_\_\_\_ Increase Ludlow storage for user-service items
- \_\_\_\_\_ Enclose cabinets in Ludlow storage, on west wall, with a lock
- \_\_\_\_\_ Assess Lincoln Center storage areas
  - - Canyon West storage room
  - Back hallway
  - Ludlow room

FORT COLLINS MUSEUM  
MONTHLY REPORT-JANUARY 25, 1989  
OUTLINE

I Administration

A BESH \$ 8,000

1. Floor will be refinished soon
2. Porch and landscape planning under way

B TV surveillance system in gallery

C Association of Museum Friends

II Programs/Events

A Programs: regular series continue

B Events

1. Open House for potential volunteers 1/26
2. "A Good Day to Die" - Museum benefit 2/2

III Collections

A Conservation survey continues

B Collections numbers for 1988

1. 412 objects reviewed at 6 collections meetings
2. 174 objects legally donated

IV Exhibits

A '89

1. Hafley-Shelton's Wild West Show
2. Ansel Adams
3. CSU tie-in, Lincoln Highway
4. Juried Art Show - 125<sup>th</sup> Anniversary
5. Posters
6. Dale Crawford and/or Viet Nam Wall

B '90's

1. Stiechen and His Men: Photographic Portrait of WW II 1990
2. Viet Nam Vets Memorial: A National Experience 1991

C Outside displays - delayed but not forgotten