

CULTURAL RESOURCES BOARD  
Wednesday, September 28, 1988  
5:15 pm  
Lincoln Center

Present: Christine Jones, Jane Nevriy, James Petersen, James Weitz,  
Bill Kneeland  
Absent: Ruth Hornberger, Jane Folsom  
Staff: David Siever, Mark Breimhorst, Brian Moroney, Linda Green

- I Call to order - 5:17 pm
- II Consideration of tonight's agenda - 1,1,005  
-Add "Colorado Tourism Board" under Other Business
- III Consideration of minutes of August 17, 1988 and worksession minutes  
of August 26, 1988 - 1,1,014

August 17, 1988 minutes:

-Correct spelling of James Petersen's name.  
Bill Kneeland moved to accept minutes with change, seconded by James Weitz, approved 5-0.

August 26 Worksession minutes:

-correct item IV, line 5 - delete word "more" from sentence.  
Bill Kneeland moved to approve minutes with change, seconded by Jane Nevriy, passed 5-0.

July 27, 1988 minutes:

-Add under Museum report:

The proposal to close the Museum: Mr. Monrey felt it was handled well on an administrative level. Council was generally supportive giving validation and approval along with constructive criticism. General agreement between Council and Museum staff as to the need to make substantial changes in the current direction.

If Museum is to expand and make changes mandated by Council, future needs to be considered are: liquor license, storage, additional staffing, special project "friends," CRB focus, City administrative focus, and art-Msueum role.

-James Weitz moved to accept addendum to 7/27/88 meeting, seconded by Jane Nevriy, passed 5-0.

IV Staff reports

Lincoln Center - David Siever - no written report - 1,1,086

-Sculpture Garden update - started to pour sidewalks-trying to get done by this weekend for antique show. United Bank employees will do planting of junipers. Junior League will paint fence. Still planning a November 4th opening.

-Series Update - 60 over last year's Showstopper Series tickets; Dance Series is up to 350. Bobby McFerrin cancelled, negotiating for a replacement.

- ArtLinc - distributed Oct/Nov issue - expanded from 20-32 pages.
- 10th Anniversary - Commemoration ceremony will be at 10:00 am in the main lobby, open house will be from 1-4 pm all over the building. "42nd Street" will be sold out. Steve Allen is starting to sell. Birthday Ball will be Oct. 15 and is expected to sell-out.
- WAAA conference - biggest change is that there are more non-union shows touring which should bring down the cost.

Museum - Brian Moroney - 1,1,243

A written report was distributed. Mr. Moroney highlighted:

- The "friends" meeting drew a varied group. Alyce Milton conducted the meeting. Another meeting will be scheduled to see who stays with the group.
- Boxelder Schoolhouse - floor is finished. It has been a long, involved project which has been a major accomplishment for a small staff with limited funds.
- The Sub-committee has been meeting on Wednesday mornings and is making progress on several projects.
- The next exhibit will be the Russell exhibit with an opening on Nov. 19. Will be able to keep an extra week over Christmas. It was felt that the liquor issue should not be acted on separately but be presented as part of the overall Museum plan.
- The rotating exhibit project is going slow. Suggestions included hiring Nancy York to complete or getting a graduate student from CSU.
- Custer benefit was a success. The final donation will be calculated after all bills are paid.

Comments were made on the organizational meeting and the Custer benefit by Christine Jones. William Kneeland commended Mr. Moroney on the job he did on the Wil Hewitt show on KCOL.

## V Committee Reports

LC Board Meeting - Jane Nevriy - 1,1,485

- City Manager, Steve Burkett, met with the Board on entertainment tax.
- Choices '95 Civic Center/Senior Center plan is no longer being considered as a possibility.
- Still need about \$12,000 for Terrace project.

Museum Sub-Committee- James Weitz - 1,1,504

- Storage - are working on a recommendation for building a storage area.
- Courtyard expansion- have received clarification on legal issue of the expansion. There will need to be a fund-raising drive to complete the project.
- The committee is working on the by-laws, etc. for the "friends" group.

Old Fort Signage - Jane Nevriy - 1,2,001

- Still working on funding for remainder of the project. Already have \$745 of \$987 total cost.

Incentives Committee - William Kneeland - 1,2,016

- No action

VII Museum "friends" discussion - 1,2,018 - Discussed during staff report.

VIII Fort Fund - 1,2,021 - Linda Green

### A. Approval of Guidelines

- Add more items to clarify "new dimensions."
- Change wording from "location" to "venue."

-Linda Green went over all other changes.  
James Petersen moved to to accept guidelines, seconded by James Weitz,  
approved 5-0.

B. Liaison Assignments - James Weitz volunteered to cover the SPEBSQSA.

C. Follow-up reports-

Canyon Concert Ballet - A letter from the organization and a response letter from Christine were distributed. The Board felt that response letter addressed the Canyon Concert Ballet's concerns.

Coloradoan Run - Linda Green

-Very well-planned, well-run event. Drew a large crowd and a large amount of runners. They had a good organizational committee and added events were very successful. They had very good support from area businesses and volunteers. Publicity was excellent and they did include the City in there acknowledgement at the ceremonies and in the follow-up "thank-you" ad.

Artist In Action Weekend - Jane Nevriy

-Got mixed reactions from crowd, but overall appeared successful.  
-Needs more organization.  
-Timing and publicity was good.

Ethnic Food Fair - Christine Jones

-Questionable how "ethnic" some of the food and music was; small amount of booths and food variety. Theme did not seem to be carried out throughout the activities.  
-Needs more organization. Fund not given credit in publicity.

IX Choices '95 Update - David Siever - 1,2,305

-Idea for Civic Center/ Senior Center has been dropped. In the proposal is a feasibility study for a 2500 seat hall; expand bathrooms and upgrade lighting in south parking lot.  
-David Siever explained the process used to make the decision to drop idea.  
-The role of the Arts & Humanities Council was discussed. There was not a united push for the change to happen and a lot of mixed suggestions.  
-Executive Committee should be thanked for considering the idea.  
-Goes to Council on October 11th.

James Petersen moved to send a memo to the Choices '95 Executive Committee appreciating their vision, stating our disappointment but encouraging them to approve the feasibility study and further projects in this direction. Secondly, to send a letter to the Arts & Humanities Council to encourage their members to write letters of support. Seconded by William Kneeland.

-After discussion, it was decided that Christine Jones would send a memo to the Executive Committee and a letter to the Arts & Humanities Council. David Siever would attend next brown bag lunch and talk to Arts Council members.

Motion passed 5-0.

-It was suggested that an informal liaison attend the Arts & Humanities Council Board of Directors meetings. James Petersen and Jane Nevriy will work out a schedule to cover the meetings. Other members were encouraged to attend regular brown bag lunch meeting on first Wednesday of each month at Lincoln Center.

- X Budget '89 and entertainment tax discussion - 2,1,132  
-Entertainment tax was discussed at a work session and voted down.  
-Budget has been approved.  
-The proposed rate schedule for 1989 was distributed. Rates will go to Council on October 4. Rates are still competitive with other facilities.  
-Major change was adding a dance/concert rate for the Canyon West.

William Kneeland moved to recommend rate changes as presented, seconded by Jane Nevriy, passed 5-0.

- XI Work Plan/Goals and Objectives - 2,1,270 - tabled to next meeting. This item will be on the October and December agendas. Bring input on goals and objectives to next meeting. Linda Green distributed background information and copies of the goals and objectives.

- X Other Business - David Siever - 2,1,278  
David Siever read a letter asking for support for a Visitors Center.

After discussion, James Weitz moved to write a letter of support for the Center, seconded by James Petersen, passed 5-0.

ACTION: Christine Jones and Linda Green will write and send letter.

James Weitz moved to adjourn meeting, seconded by William Kneeland, passed 5-0.  
Meeting adjourned - 7:40 pm.

Respectfully submitted,



Linda Green  
Secretary

FORT COLLINS MUSEUM

MONTHLY REPORT - SEPTEMBER 28, 1988

OUTLINE

I. Administrative

- A. "Friends" organizational meeting - Sept. 15th
- B. B.E.S.H.
- C. Subcommittee - C.R.B.
- D. Chamber's Business Breakfast - \$300

II. Exhibits

- A. Golling's up - Russell's next (opening Nov. 19)
- B. Outside

III. Collections

- A. Over 100 items reviewed at Collections Committee meeting
- B. Several Police items were loaned to Police Department
- C. Numerous requests for information and research on collection

IV. Tours, Programs, etc.

- A. "Custer" benefit
- B. Docent meeting - walking tour of Old Town
- C. Museum nature movies have resumed
- D. Wednesday Night at the Museum programs also ongoing

## FORT FUND GUIDELINES

**GOAL:** The primary goal of the Fort Fund is to foster and encourage new special events which have wide appeal for the entire community, or to add a new dimension to existing major events (i.e. expanded activities, move to larger venue, additional performances, etc.). These events must additionally serve as attractions for visitors and conventions in the area (examples: parades, festivals, races, fairs, tournaments, etc.).

The Cultural Development and Programming Account is funded by an allocation of the lodging tax revenues. The account should be used to promote cultural, ethnic, historical, artistic, and recreational activities which reflect the values and traditions of Fort Collins.

### WHO/WHAT IS ELIGIBLE

Organizations, groups, and individuals organized by or affiliated with nonprofit associations, chartered in Colorado with IRS non-profit status may submit applications for consideration.

### WHO/WHAT IS NOT ELIGIBLE

Ongoing projects that have not been substantially expanded or enlarged.

Any organization which has not submitted written evaluations of an event or program previously funded.

Applications for capital equipment.

Applications which do not use the enclosed forms.

Projects or events funded for three previous years.

Events not open to the general public.

### PRIORITIES:

Proposals will be evaluated by the following priorities:

1. Events which provide broad-based appeal, benefit the entire community and serve as attractions for visitors.
2. Events which have a thorough financial plan and budget.
3. Applicant's ability to complete the activity as proposed.

### IMPORTANT INFORMATION:

**FUNDS AVAILABLE:** Each year's funds will be divided equally between reimbursable and non-reimbursable categories. Division of the account will allow for contracts for programs, and also provide a mechanism to partially replenish the account. Added to the new and increasing lodging taxes annually, the fund will have an incrementally higher base than the previous year. The entire annual account including reimbursements will be split 50/50 each year.

Each year the level of support will be determined by the number of requests and the available funds. Proposals should include specific information on: ticket costs and other revenues, how funds will be used, detailed program information, and background information on the organization.

**PROPOSAL PROCESS:** Proposals should be submitted to the Lincoln Center Administration Office before 5:00 pm on the deadline date.

Proposals will be accepted and contracts for services made twice each year. Proposals for the first funding session will be due by December 15, (or the Friday before, should the 15th fall on a Saturday or Sunday). Review of these proposals will be completed and a recommendation for funding will be made to the Cultural Resources Board, with allocations determined by the January Cultural Resources Board meeting. Contracts will be awarded by February 15th. The second funding period will have a submittal deadline of June 15; decision at the July Cultural Resources Board meeting; and contracts awarded by August 15.

Signed contracts for services must be executed prior to the issuance of any funds.

Non-reimbursable funds must be used within 12 months and are not intended to pay previously incurred debts or obligations.

Reimbursable funds must be paid back within one month following event.

Proposals may include application for both non-reimbursable and reimbursable funds (use Combination Forms).

Amount requested must be matched with cash and in-kind services. Cash must make up at least 50% of the amount requested. For example, if the entire project will cost \$2000.00, the amount requested from Fort Fund should not exceed \$1000.00. Of the \$1000.00 of matching funds, at least \$500.00 must be cash.

If for any reason the activity is cancelled or not completed as proposed, the funding amount would be re-evaluated by the Cultural Resources Board to determine whether full or partial funding should be returned to the City.

**REPORTING REQUIREMENTS:** Within sixty days of the completion of the event, a report which evaluates accurately the success or failure of the event including attendance, in-kind services, cash expenses and revenues must be submitted to the Cultural Resources Board through the Lincoln Center Administration Office. The report should note potential for similar events and any problems encountered. A final accounting of actual expenditures and receipts should be submitted. Expenditures over \$100 need to be documented by a receipt. Failure to use and return forms provided for this purpose will affect future funding requests.

**PROPOSAL REVIEW:** Proposals will be reviewed and funding decisions made by the Cultural Resources Board. A member of the Cultural Resources Board will be assigned to each event to act as liaison between funded organization and the Board.

8/88

FORT FUND

REVIEW FORM

Estimated Attendance: 1950 - 2000 *estimated 1300 - got 1276 registered runners*  
Weather Conditions: Beautiful, warm sunny morning  
Audience Composition: Varied; adults and children

Please rate the following where applicable:

	Excellent	Good	Fair	Poor
Audience Reaction	X			
Publicity	X			
Organization of Event	X			
Overall Quality	X			

Budget Yes No

Was projected budget accurate?

Was Fort Fund money used as proposed?

If no:

What were differences and why?

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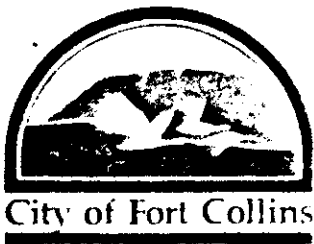
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Comments: Final report has not been submitted as yet. Event was very well organized, volunteer help was outstanding, participation was good and advertising did include Fort Fund recognition.





M E M O R A N D U M

DATE: September 30, 1988  
TO : Choices '95 Executive Committee  
FROM: Cultural Resources Board  
RE : Lincoln Center Feasibility Study

The Cultural Resources Board appreciates the foresight of the Executive Committee of Choices '95 in considering the various proposals for capital improvements in our Choice City.

In particular, the proposal for the Lincoln Center/Senior Center conversion was a visionary step in meeting the current and future needs of a broad base of our community. We are, therefore, disappointed that this proposal was not recommended by the joint sub-committees. Please note that the Cultural Resources Board supported the conversion and offered our support both by memorandum and in a speech to the combined sub-committees. Our memorandum of August 24th to your committee and the sub-committees listed the present and future needs of our Lincoln Center.

We encourage you to include the Feasibility Study for a new performance hall in your final Choices '95 package. Further, in our advisory role to City Council, we will continue to explore and encourage such options which may result in the construction of a new and greatly expanded municipal cultural facility.

Thank you for your commitment through this arduous process in providing leadership for our community.



Cultural, Library and Recreational Services  
Lincoln Center Box Office

September 30, 1988

Lorrie Wolfe, Executive Director  
Fort Collins Council on the Arts & Humanities  
328 West Mountain Avenue  
Fort Collins, CO 80521


Dear Lorrie:

On behalf of the members of the Cultural Resources Board of the City of Fort Collins, allow me to take this opportunity to congratulate you on your recent appointment as Executive Director of the Fort Collins Council on the Arts and Humanities. The FCCAH has always played a very significant role in the cultural affairs of our Choice City.

In this regard, I am enclosing a copy of the memo sent from the Cultural Resources Board to the Choices '95 Executive Committee regarding the Lincoln Center Feasibility Study and the proposal for the Lincoln Center/Senior Center conversion. Since the Lincoln Center is one of your member organizations, and recognizing that time is short, please consider sharing this letter and memo with your Board and Council to solicit their support for the Feasibility Study. Further, we are asking the Choices '95 Executive Committee and the City Council to continue to consider options for funding the construction of a new city cultural facility. Such a facility would meet the growing needs of our community for both the performing and visual arts with greatly expanded performance spaces, gallery spaces and meeting facilities. Would you also consider letters of support for this vision of an expanded performing and visual arts facility.

We appreciate your efforts towards our mutual benefit.

Sincerely,

  
Christine S. Jones  
Chairman  
Cultural Resources Board

CSJ/lm  
encl.