

CITY OF FORT COLLINS

CULTURAL RESOURCES BOARD

CULTURAL RESOURCES BOARD

Wednesday, July 22, 1987

4:45 pm

Lincoln Center

Present: Christine Jones, Jane Folsom, Jane Nevriy, Ruth Hornberger,
William Kneeland, Anne Steely

Absent: James Weitz

Staff: Kari VanMeter, Edwina Echevarria, Brian Moroney, Mark
Breimhorst

Council Liaison: Susan Kirkpatrick

I Call to order - 1,1,003

Welcome to new CRB and staff members; introduction of current
Board members and staff.

II Consideration of tonight's agenda - 1,1,026

Chairman Jones asked to move Item VII to Item VI and move all
others down one. Also asked to rephrase the item to read
"Museum Reception Discussion".

III Consideration of minutes of Juen 24, 1987 - 1,1,040

Item IV - reword to explain that this was a phone vote and item
was a report of that phone vote - Anne Steely.

Item VI - change word "guidelines" to "policy" in all places -
Brian Moroney.

Correct spelling on names of guests - Susan Kirkpatrick.

Ruth Hornberger moved to accept minutes with changes, seconded
by Anne Steely, passed 6-0.

IV Communications- 1,1,121

Reference was made to correspondance received which was addressed
to the Board. No action needed at this time on any of this
correspondance.

V Staff Reports - 1,1,230

Lincoln Center - Mark Breimhorst

A written report was distributed - see attached

Mr. Breimhorst highlighted:

-Donovan concert - August 23

-Visual Arts Exhibits

-Gallery Wall Project

-Grants/donation update

-Other events

Museum - Brian Moroney

A written report was distributed - see attached

Mr. Moroney highlighted:

- Statistics for first half of 1987
- Programs
- Collections - Fire Truck*
- Exhibit Schedule

*Any ideas on what could be done concerning the fire truck, call Brian. Mrs. Jones suggested adding this project to the goal and objectives for next year.

Historic Preservation - Edwina Echevarria; Kari VanMeter

- Ms. VanMeter explained her role as a staff liaison to the Board.
- Designation of the Power Plant will be discussed at the Council meeting on August 18th.
- Draft of the Strategic Plan will be available after October 1st for review by Board.
- The curriculum manual on historic preservation will be available at next month's meeting.

VI Museum Reception Discussion - 1,1,427

Chairman Jones introduced the subject and memos from Mr. Moroney and Mr. Siever were distributed. The meeting was turned over to Mr. Moroney for his comments.

- Mr. Moroney presented his views on the question. Among his concerns are: fire hazard to the historic buildings: lack of fire exits; poor ground plan for large numbers (see attached map); prohibitive use of space when receptions are held during open hours and lack of staff, security problems and lack of access to the building during closed hours. He suggested that the portico that is behind the Museum in Library Park could be an alternative site for people wanting receptions in that area.
- Mr. Breimhorst presented the views of David Siever, in his absence. See attached memo for details.
- In response to questions from the Board, Mr. Moroney informed Board that picture-taking is already allowed. He also felt that to meet fire code, another exit would have to be added.
- Mrs. Jones explained that the CRB's responsibility is to recommend action to Mr. Moroney and that a written policy be established.
- Policy would cover events that are allowed which are Museum sponsored and co-sponsored events only.

Jane Folsom moved that Mr. Moroney establish a statement that the Courtyard attached to the Museum not be used for non Museum co-sponsored events. Motion was seconded by Anne Steely.

Discussion on wording followed and motion was amended to read as follows:

Jane Folsom moved that Mr. Moroney establish a statement that the Courtyard and the Museum proper not be used for any events which are not Museum sponsored or co-sponsored events. Motion seconded by Anne Steely, passed 5-0 with Christine Jones abstaining.

VII Cultural Development and Programming Proposal Approval- 1,2,397

The seven proposals were reviewed. Mrs. Jones mentioned that a brochure to publicize the fund was being worked up and would be available before the next funding deadline. Mrs. Jones and staff

provided new members with some background information on the account. She also mentioned that there would be a worksession for new members on historic preservation.

Discussion on the proposals followed.

Anne Steely moved to accept panel recommendations for funding, seconded by Jane Nevrivy, passed 6-0.

VIII Council Review process, 2,1,195

Christine Jones and Anne Steely explained what has been happening in regards to the Council's working relations with Boards and Commissions. Anne Steely attended a breakfast meeting with all other representatives and she discussed ideas that were brought up at that meeting. Board was asked to call Christine with any other ideas before Monday when a reply is needed by City Clerk's Office. Also discussed was a way to communicate with other entities outside the City i.e. the Touist & Convention Bureau.

ACTION: Christine Jones will draft a response to send to the City Clerk's Office on Board's recommendations on how to better improve communications between Council and citizen boards.

IX Other Business - 2,1,

Chairman Jones made the following assignments to standing committees:
William Kneeland - Development Incentives
Jane Folsom - Museum Friends Sub-Committee
Jane Nevrivy- Signage for Old Fort Site

Christine Jones moved to adjourn meeting, seconded by Ruth Hornberger, meeting adjourned - 7:05 pm.

Respectfully submitted,



Linda Green
Secretary

LINCOLN CENTER/PERFORMING &
VISUAL ARTS REPORT - JULY 1987

- I Performing Arts
 - A. Donovan Concert scheduled Sunday August 23.
- II Visual Arts
 - A. Crossroads Quilt Show
 - B. Next Exhibits
 - 1) Myth, Messages and Traditions in African Art
 - 2) Grassland Women
- III Capital Projects
 - A. Asbestos Removal - nearly completed
 - B. Gallery Walls - funded by Lincoln Center Support League
- IV Grants
 - A. Received following from Colorado State Arts & Humanities
 - 1) Performing Arts - \$9,500
 - 2) Visual Arts - 2,800
 - B. Other Donations
 - 1) VCR + Supplies - Fort Collins Commercial Bank \$600.00
 - 2) TV set - Walmart - \$400.00
- V Other Major Events
 - A. Campus Crusaders - bi-yearly use in summer
 - B. Town Meeting - USA Today

CITY OF FORT COLLINS

FORT COLLINS MUSEUM

FORT COLLINS MUSEUM REPORT OUTLINE

July 22, 1987

I. Administrative:

- A. Statistics for the first half of 1987
 - 1. Tours - 151 / Number on tours - 2231
 - 2. Meetings and "Others" - 65 / Attending - 2396
 - 3. Total Served - 12,587
- B. Work Study Student - 30%/70%
- C. B.E.S.H.

II. Programs/Education

- A. Skookum Day - 2250 attending
 - 1. Expanded into Park; Reoccurring presentations
- B. Circus Posters Tours for Nursing Homes
- C. 10th Anniversary - speakers
- D. 123rd Anniversary

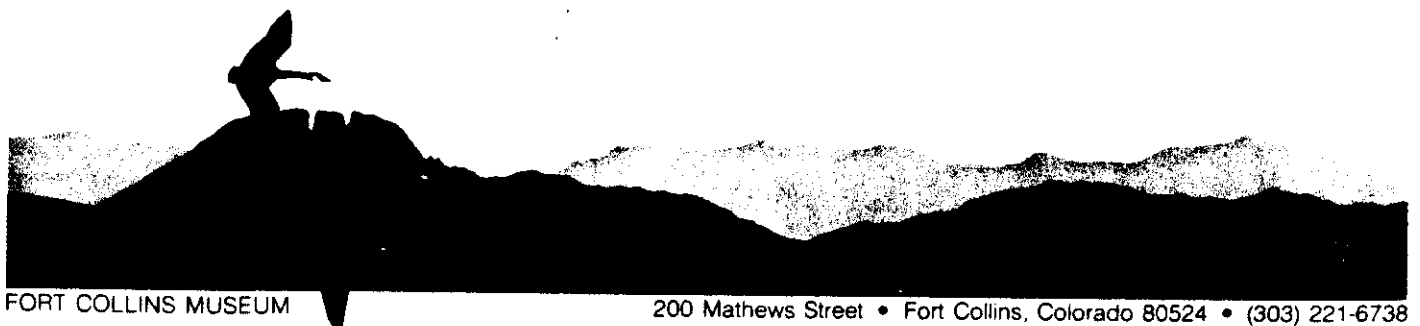
III. Collections

- A. "Book Room" conversion
- B. Fire Truck
- C. With additional secretarial help, much of registration, typing and filing backlog has been taken care of.

IV. Exhibitions

- A. Pam Furumo - June 21
- B. Hans Kleiber - "Images of the American Cowboy"
June 27 - September 13.
- C. Satellite Exhibits - 1
- D. Circus Posters September 17 - November 1.

BM/jt



FORT COLLINS MUSEUM

200 Mathews Street • Fort Collins, Colorado 80524 • (303) 221-6738

CITY OF FORT COLLINS

FORT COLLINS MUSEUM

MEMORANDUM

TO: C.R.B. Members and Others Concerned
FROM: Brian Moroney, Fort Collins Museum
DATE: July 1, 1987
RE: Policy Governing Use of Museum Facilities

Since shortly after the museum was established in the renovated library (Aug. 1, 1977), there has been a policy in place regarding the use of museum facilities for private meetings, ceremonies and events. The need for such a policy was immediately apparent and it was developed by Ellen Thexton, former Director of Cultural Resources. This policy, although heretofore unwritten (as far as I know), has been consistently applied, without exception, in the ensuing years.

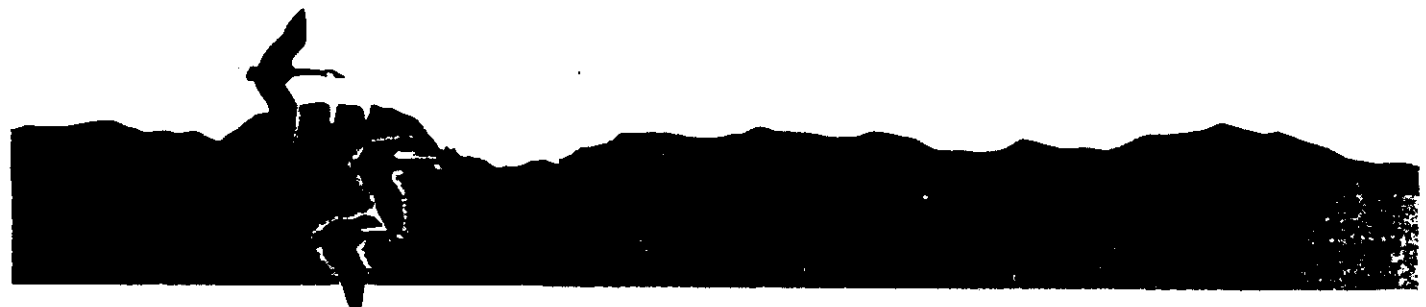
The policy that was adopted was that all museum facilities including the courtyard should not be available for private use including weddings and/or receptions. It was felt that the museum and the City would be placing itself in an unfavorable position by allowing such usage, as it would interfere with the prescribed purpose of the museum and could place the City in an unfavorable position if a wedding service had to be refused for some reason.

There was also concern for the well-being of the historic cabins located in the courtyard if an open rental policy was adopted.

The events that have been held in the museum's courtyard-- Leadership Fort Collins, for example--numbering no more than eight to 10 over the years have been co-sponsored non-rental museum events.

Other museum policies that are pertinent and should be reviewed in conjunction with the policy governing the use of the museum's courtyard are (1) the policy on the use of the Overland Trail Room and (2) the museum's photography policy. Copies attached.

/jmt
Enclosures



CITY OF FORT COLLINS

FORT COLLINS MUSEUM

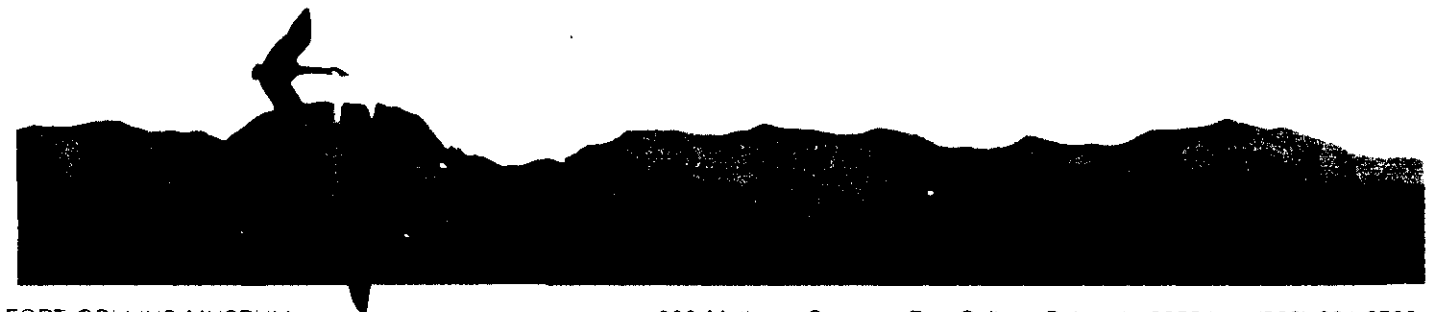
Position on using Museum's Courtyard for social functions, including weddings, wedding receptions, etc.

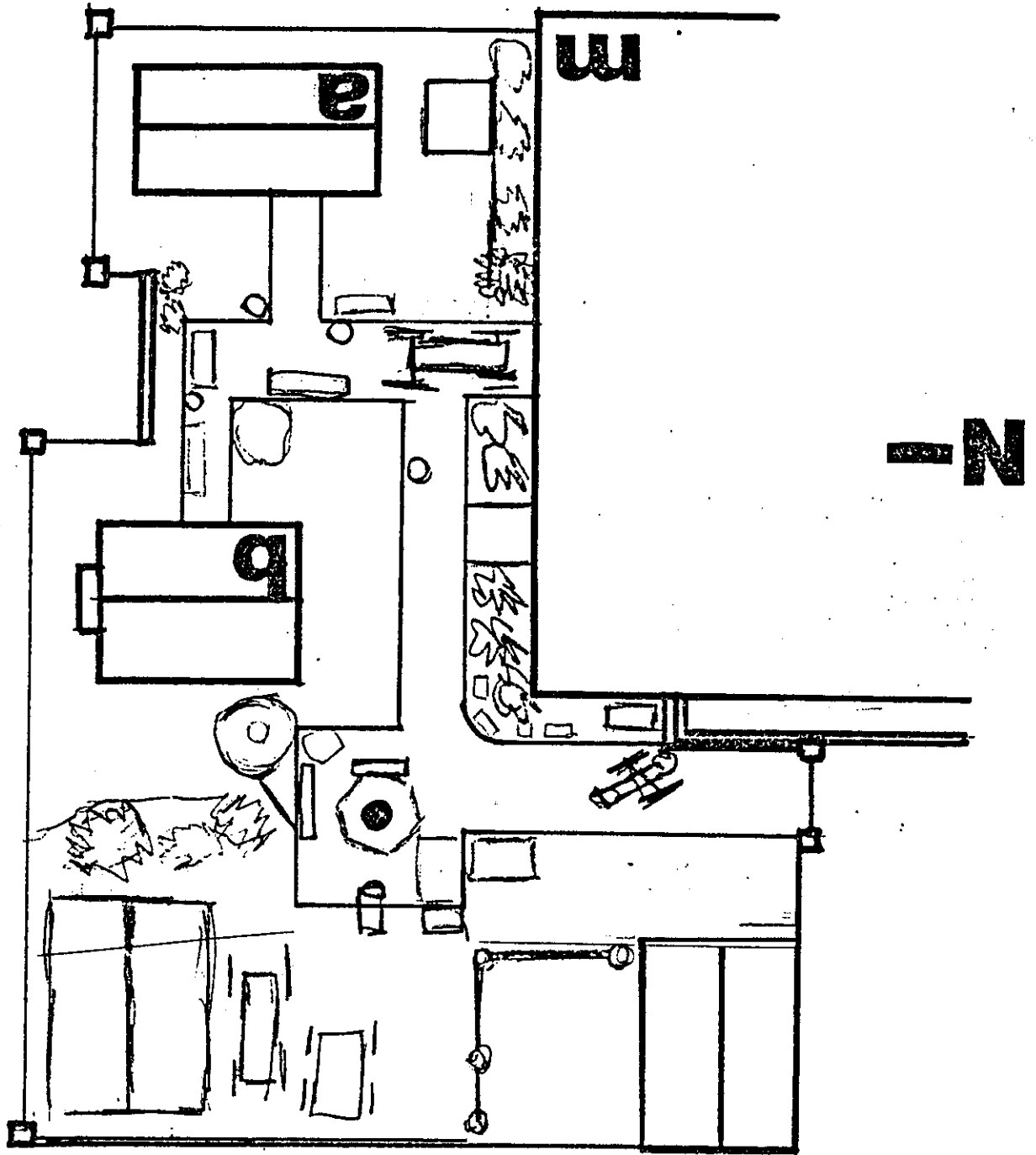
- I. Preface remarks
- II. Present Policy on Courtyard Usage
 - A. Related Policies
- III. Purpose of Courtyard/Conflicts with that Purpose
 - A. Risk Management
- IV. Courtyard Facilities Poorly Suited for Social Events
 - A. During Hours
 - B. Other than operating hours
- V. Parameters of USE/Precedent's Established
 - A. Types of events to be scheduled
 - B. Areas in facilities to be available
 - C. Seasonal limitations
- VI. Conflicts with other City agencies
- VII. Alternative Suggestion - Portico

Respectfully Presented,

Brian Moroney
Museum Director

BM/jt





CITY OF FORT COLLINS

LINCOLN CENTER

MEMORANDUM

DATE: July 16, 1987

TO : Chris Jones
Chairperson Cultural Resources Board

FROM: David T. Siever

RE : Receptions in Museum Courtyard

I'm sorry to miss the July board meeting when you will discuss the board's recommendations regarding receptions in the Museum courtyard. I have some thoughts I would like to share with the board and have discussed these thoughts with Brian.

- The Museum should not actively seek receptions and in fact should encourage use of Lincoln center or Avery House for receptions held on city property. However, if this is not suitable, efforts should be made to utilize the courtyard.
- In order to be responsive to the public, I feel we should make the courtyard available if a request is made for its use.
- Guidelines should be developed which protect the buildings and museum artifacts.
- A rental fee and labor costs should be charged to the user. (If Museum staff is not available, Lincoln Center could provide part-time labor).

I am aware of the problems that need to be addressed; however I feel that use will be minimal and we can provide guidelines to counteract any of the problems.

