

Cultural Council

Agenda

Thursday, April 20, 2023
Louisville Public Library – First Floor Meeting Room
951 Spruce Street
6:30 PM

Members of the public are welcome to attend and give comments remotely; however, the in-person meeting may continue even if technology issues prevent remote participation.

- *You can call in to (719) 359-4580
Webinar ID #847 8880 5269*
- *You can log in via your computer. Please visit the City's website here to link to the meeting: www.louisvilleco.gov/lcc.*

The Council will accommodate public comments during the meeting. Anyone may also email comments to the Board prior to the meeting at ESchmitt@LouisvilleCO.gov.

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of April 2023 Agenda**
- 4. Approval of March 2023 Meeting Minutes**
- 5. Public Comments – Items Not On Agenda**
- 6. Action Item – Vote for new LCC Secretary**
- 7. Discussion Item: Community Resilience sculpture:**
 - Location
 - Community Involvement
 - Timeline

Persons planning to attend the meeting who need sign language interpretation, translation services, assisted listening systems, Braille, taped material, or special transportation, should contact the City Clerk's Office at 303 335-4536 or MeredythM@LouisvilleCO.gov. A forty-eight-hour notice is requested.

Si requiere una copia en español de esta publicación o necesita un intérprete durante la reunión, por favor llame a la Ciudad al 303.335.4536 o 303.335.4574.

- Acknowledgement for donated labor/services

8. Chair Report

9. Action Item: Vote to approve \$6,875 for Third Harmonic for sound for the 2023 Concerts in The Park series.

10. Informational: LCC Programming Subcommittee approved having the Semplice Baroque ensemble perform on April 28, 2023. (Minutes attached)

11. Informational: Cultural Caravan update

- 2023 Fire Station #1 Concert June 8, 2023
 - i. Special Events Permit deadline extended; MUST be received before May 8, 2023. Map, medical/emergency plan, event timing, etc. must be included in permit application.
 - ii. Mailed notice to residents must be received by residents by May 24, 2023.
- 2023 Pop-Up – Likely move to June 2023

12. Action Item: Vote to approve \$300 fee for Crisosto Apache talk/poetry reading. Contingent on available dates for artist and Library First Floor Meeting Room. Event will be 20-minute talk/20-minute poetry reading/15-20-minute Q&A

13. Action Item: Vote to approve \$300 fee for Jody Ash to present Gardening and Landscaping for Water-Saving and Pollinators. Contingent on availability and coordinating dates.

14. Discussion: Other potential 2023 programming

15. Informational: Colorado Opera is interested in performing in 2023. JR to reach out on May 16th with dates at Louisville Center for the Arts

16. Discussion Item: Event coverage. LCC openings will be advertised once legal investigation is concluded. Applicants would be appointed to serve through. New members would need training and orientation from City Hall and the LCC.

Need to assign LCC roles for the following events:

- Semplice Baroque (04/28)
- Cultural Caravan “pop-up” concert (06/08)
- Cultural Caravan second “pop-up” concert (June – date TBD)
- Summer Solstice (06/21/23)

- Summer Concerts in the Park
 - i. Cultural Caravan (06/15)
 - ii. That Eighties Band (06/22)
 - iii. Groove N Motion (06/29)
 - iv. Quemando Salsa Band (07/13)
 - v. Selasee and the Fa Fa Family (07/20)
 - Opera Colorado (date TBD)
 - Crisosto Apache (date TBD)
 - Gardening and Landscaping for Water-Saving and Pollinators (date TBD)
17. **Informational:** 2020, 2022, 2023 Art Grants updates
 18. **Staff Report** (attached)
 19. **Informational:** Scott Sala will be moving out of Louisville, is resigning.
 20. Items to include on May 2023 agenda
 21. Adjourn

Attachments:

- March 2023 Draft LCC Monthly Meeting Minutes
- April 11, 2023 LCC Special Meeting Agenda
- April 11, 2023 LCC Special Meeting Minutes
- March 2023 Staff Report
- Rendering of potential areas for “Community Resilience” sculpture
- 2023 Board and Commission Chair Training (April 10, 2023)

Cultural Council

Meeting Minutes

Thursday March 16, 2023
Louisville Public Library
951 Spruce Street
6:30 PM

1. **Call to Order** – LCC Chair and Vice Chair have resigned; City staff member Erica Schmitt calls meeting to order at 6:37 PM.
2. **Roll Call** was taken and the following members were present:
Board Members Present: JR Ketelsen, Beth McLennan, Sarah Staunton, Scott Sala.
Board Members Absent: None
Staff Members Present: haron Nemechek, Erica Schmitt
Members of the Public Present: Dave (no last name offered), (stayed for first 30 minutes of meeting); Deb Fahey (arrived at agenda item #13; not present for first half of the meeting).
3. **Approval of March 2023 Agenda** – Beth moves to approve March agenda, Sarah seconds. The agenda was approved by all members, none opposed.
4. **Approval of February 2023 Meeting Minutes** –JR moves to approve February 2023 minutes as submitted, Beth seconds. All in favor, none opposed.
5. **Public Comments** – None.
6. **Action Item: Election of 2023 Chair**
Sarah nominates Beth who politely declines. Beth nominates JR and offers to serve as Vice Chair. Intervening discussion about adding more Cultural Council members. Sharon clarifies the process for this and the specifics of a quorum. Scott mentions that two of the former LCC members expressed their willingness to return to the LCC. Beth states that she has served on many boards and the past situation was quite unusual and she would be uncomfortable with any of the recently resigned board members returning.
Beth makes the motion to nominate JR for Chair, Sarah seconds. All in favor, none opposed.

City of Louisville

Cultural Services *951 Spruce Street* *Louisville CO 80027*
303.335.4581 (phone) *www.LouisvilleCO.gov*

7. Election of 2023 Vice Chair
JR nominates Beth, Sarah seconds. All in favor, none opposed.
8. Discussion Item: Library Plaza Mural (Erica)
Erica provides specifics on the design of the mural. Erica relates that there were no comments received during the public notice period.
9. Action Item: Library Plaza Mural
Beth moves to recommend the Plaza Mural to City Council, JR seconds. All in favor, none opposed.
10. Action Item:
Vote to approve facilitated board retreat – in May, at the Library

JR supports the idea and feels it would be valuable for new members to review the issues surrounding the Resilience piece and the importance of moving forward as a team. Beth asks how we should proceed if we don't have new members and mentions that the cost is somewhat high if we only have four members. Beth and JR discuss the possibility of moving the retreat out until we have new members. Erica agrees that postponing the retreat until we have new members seems to be the correct approach. There is general agreement that adding two more members would be sufficient to schedule the retreat. Three would be ideal.

Beth moves to postpone the scheduling of the retreat until new members have been approved. JR seconds. All in favor, none opposed.

(Brief break to address some technical difficulties)

11. Action Item: Vote to approve having Jane Hansberry as board retreat facilitator, approving paying up to \$2500 for her services.

JR asks for information on Jane Hansberry. Erica details Hansberry's credentials; additionally, this facilitator is the only one that responded that they had capacity to do this work this spring/summer.

Fee includes the half day retreat and preparation (determining needs and purposes). Beth states the need for reviewing bylaws and that we wouldn't necessarily need her for that and addressing the need for a work plan. Erica elucidates that she did inform Jane of some foundational issues and some personal conflicts and that the board would benefit from more cohesion. Beth relates that with regards to personal conflicts that problem may have been solved with the recent resignations and that we are no longer in crisis mode. Suggest percentage agenda, i.e. 10% for situational review, etc.

JR says members of LCC need to know what our roles are and have that well defined. Beth suggests that we come up with a list of issues for the facilitator to address at our next meeting. Erica will update Jane about

LCC waiting to have a facilitated session, and will share LCC's concerns and focuses with her.

JR moves to approve having a future facilitated retreat (date TBD) and paying up to \$2,500 for Jane when the retreat happens, Sarah seconds. All in favor, none opposed.

12. Action Item: Cultural Caravan

JR says they will share information they got from Josh Halpern (Cultural Caravan contact) and then will vote to approve. Sarah relates that June 8th is the first proposed date at Fire Station #1. Erica notes this is the week after "Taste of Louisville" – won't have a conflict with TOL's blocked streets. Josh is proposing some changes to attract more attendees, perhaps making it "block style", adding food trucks. Josh reached out to the Fire Department.

JR reviews what the Cultural Caravan which is a collection of musical artists. They received an LCC Arts Grant last year and performed at Fire Station #1. In 2022, the LCC decided to contract with the Cultural Caravan to do three events with the LCC – a performance at "Summer Concerts in the Park", and two additional performances.

Discussion of dates, possible conflicts or dovetailing with First Friday, Taste of Louisville. Discussion of costs, specifically Porta-Potties (\$200+ per). Josh had mentioned getting businesses to cover some of those costs. Have businesses sponsor portalets. A Pooh-A-Try?

An additional Cultural Caravan event (separate from their events with the LCC) is scheduled anytime between April 26th-29th, likely a pop-up at a local business with Hazel Miller. Need to clarify the rules surrounding public events at privately owned spaces. Discussion of other possible spaces. Bittersweet, Louisville Underground, E-Bike, etc.

JR motions to approve the Cultural Caravan events, contingent on the dates working out, Beth seconds. Short discussion and agreement about not serving alcoholic beverages at these events.

All in favor, none opposed.

13. Information Item: 2023 Art Grant Update (Erica)

Erica followed LCC guidance and wrote and sent contracts to all art grant recipients the next business day after LCC decided recipients. Waiting to receive signed contract and W-9 from Celebrate EDU. Accounts payable needs to receive contract and W-9 to be able to make first payment to recipients. Further details included in staff report.

14. Information Item: 2024 Art Grant Update (JR)

What we're expecting from submissions

Changes to the online form

JR relates that LCC streamlined the process. JR would like to provide more details to the applicants on the expectations of the LCC - applicants need to give as much information as possible, must submit complete applications. Scott suggests giving applicants a sample of a funded proposal. Discussion about giving a grant writing workshop. JR says that speaking to applicants individually is "problematic" – need to make sure that these conversations aren't happening in private, and that all applicants have access to the same information. Erica suggests an eligibility/application Q and A session (on Zoom, recorded to make same information available to all applicants).

Sharon asks about possibly including prompts in the application. Erica explains that the 2022 application had "required" questions, and applicants couldn't move forward without completing these blanks. Even with the prompts and required questions, some applicants provided insufficient responses (incomplete answers, or writing "see website" rather than answering the required questions). Requiring a question doesn't guarantee that the applicant won't have incomplete answers.

JR talks about public art – public art is not eligible for LCC art grants. There is a separate public art process to follow. Need to additionally address art on private spaces - would the LCC fund art on a private residence or business? Sharon offers that LCC needs to develop our recommendations and then forward those to City Council.

Erica clarifies the municipal code for public art - public art is on City-owned property, and art on businesses or residences is by definition, not public art. Additionally, some City-owned properties are not appropriate for public art: Open Space is not zoned to allow it, and some locations run into issues with planned development, sprinkler systems, or other issues that prevent art installations. Murals on businesses and private properties are subject to the sign code, which is separate from public art.

"Are we providing art for the community or are we benefitting a particular business?"

Councilwoman Fahey details four different kinds of Open Space. Erica clarifies dates in the application process. JR talks about the tight timeline last year and Erica would like to run the language through the city attorney's office.

15. Discussion Item: Programming Subcommittee (Sarah)

What is budget?

Sarah asks about budget, locations. Erica clarifies, reminds that all of these details (process for coming up with and approving an event, funds, dates the Arts Center is available, etc.) are in the attached staff report that was emailed to the board. Additional info has been emailed, i.e. Grace's 03/09/23 email to Beth, JR, and Sarah.

Reach out to Erica with possible dates, times, location, and ideas for events. Potential LCC event locations include Park Shelters, Steinbaugh, Senior/Rec Center, Art Center, Library, Miners' Cabins, any city owned property. Suggests looking at Arts Center on May 22nd, June 11th, June 24-25 - next available dates that allow time for planning, marketing events.

Sharon details the budget handout. \$35K for the LLC. Budget sheet does not include the carryover from last year.

Sharon would like to start moving on LCC programming. Provides idea of having music and meditative/forest bathing at the Arboretum for the Summer Solstice 06/21/23 from 8:30-9:30AM. Possible concert at Cottonwood Park, if there is access to electricity for amps? Sharon has contacts and ideas for family-friendly activities around a partial eclipse in October – hold the event the weekend before the eclipse.

Scott has earth, moon, and sun activities from his time in education. Possible event to hold at the Rec. Center?

Possible bluegrass at Miner's Field? LCC had a Celtic music event at Miner's Field in the past, and discovered it was hard to hear at Miner's Field, and no power – this location wouldn't be appropriate.

Louisville/Lafayette jointly owned Sports Complex as a possible location?

JR to reach out to Randy and Amy with Zimbabwe marimba and dance organization. Possible Sunday afternoon in September for this event?

JR to reach out to "Koot and Dar" (please clarify).

Beth is interested in having Arabic calligraphy, a speaker, or musician to tie in with City's Middle Eastern and Arabic heritage celebrations.

JR and Sharon share popular music events of the past. See previous month's LCC packet for inspiration and list of previous years' LCC programming.

JR expresses his love for bagpipes. Celtic band? Marimba? JR will reach out. September, possibly. Erica details Steinbaugh availability.

Other event possibilities-

Opera, Ramadan (check EDI calendar, Erica has contact with Iranian dancer that was not in budget for 2022), Nature Lab, Xeriscape, Earth Day, Butterfly Pavilion - Erica shared links to book their speakers and other pollinator groups, Bees and Pollinators.

New garden program for Marshall Fire victims (Councilmember Fahey), Garden walking tour, Sharon discusses a pollinator garden for the Arts building, Master Gardener program.

Pollinator gardens have different needs (Beth), Costs (JR), Master Gardeners need to do a project, Garden In A Box sells out and is expensive, so wouldn't be appropriate. Erica suggests possible event with 7th Generation Farms or having a City Ranger Naturalist give a lecture. MASA Farms, Speakers and some giveaways, Panel on May 22 (Sharon).

Taiko Drumming with hip hop in 2022 (too loud), Grace has contacts with Taiko Drummers, Kutendara. Erica suggests a Denver Gamelan group just received SCFD funding, performs music and dance from Bali.

Other ideas are unplugged events at new museum area, Lunchtime plaza concerts at the Library that Library staff could oversee (Sharon), having local music schools perform (Beth), CU students, Altus String Quartet (Erica) – perform music by living/BIPOC composers, a lecture from Takacs quartet members (Erica). JR has contacts to reach out to for a Native American group, and for Holocaust presenters.

Events volunteering is discussed. Sarah suggests having overlapping shifts. JR says that for Summer Concerts in the Park volunteers are needed for parking, meeting the band, sound team, table for LCC, and then breakdown.

Sarah has questions about marketing. Erica reminds that City communications requires advance notice; i.e. June/July/August print newsletter has a deadline of mid April to be included. Print marketing is finalized months in advance.

To market an event, need title of event, date, time, description, picture, and enough advance notice to create ticketing/RSVP link to be included in these marketing pieces.

Beth wants to know if there are options for a shorter timeline. Erica says print marketing involves different departments and the printer/mailer's timelines – can't control that deadline. Options of LCC sharing the flyers,

sharing Facebook events and posts, social shares to spread the word about events.

Sharon suggests Instagram. JR mentions LCC has an Instagram account; there are actually two LCC accounts. One account has 81 followers and six posts from 2016. City doesn't have access to that account. Second account has 179 and 36 posts from 2019-2020. Low engagement on posts, most of followers are businesses.

Erica recommends against duplication of content on META companies (posting same content to Facebook and to Instagram). She encourages LCC members to "like", share, and interact with the content that exists on Facebook. Beth wants to focus on social media outreach.

Erica will continue to create and post full-page flyers, and will continue to bring ½ page flyers to LCC members to share. She says she can always print more. Erica creates events on Eventbrite, then shares event description and Eventbrite link on the City website calendar and on Facebook. Erica sends emails with events to Arts and Events newsletter subscribers.

JR – LCC needs to start booking events. Suggests silent movie, 1 or 2 music events.

Sarah moves to allow the Programming committee to begin booking events, Beth clarifies a \$500 limit or must come back for full LCC approval. Beth seconds. All in favor. None opposed.

16. Information Item: Summer Concerts in the Park.

JR has three opening acts, needs another 2. Openers are paid \$100 flat. JR needs one more quote for an audio engineer. Need to book the audio engineer.

17. Information Item: "Community Resilience" sculpture update.

City Council approved the sculpture in its current form to be placed outside of City Hall. Questions about the base of the sculpture – call for entries included that the artist budget was inclusive of all costs. There is no base for the sculpture at City Hall – would have to be installed.

18. Staff Report.

Emailed in written form and included in packet. Reach out to Erica with any questions.

19. Items for next meeting's agenda (items not on March's agenda). Need to receive items two weeks in advance to get on the agenda – send to Erica by April 10.

20. Share community cultural events.

Erica shares that there is a Jewish Film Festival at the Denver JCC starting this week. Can watch films in-person or stream some of them online.

Beth shares that the UCC has a display of Boulder Afghan Art – The Impact of the Taliban on Afghan Women.

Erica shares that two LCC Arts Grant recipients will have their shows in April. Grace Gee has a piece about BIPOC experiences that will be on display upstairs at the Library. Dona Laurita will have a photo exhibit about refugees at the Arts Center on April 7-8. Both of these shows will be open for the April “First Friday” – LCC is encouraged to check them out!

Adjourn – Beth makes a motion to adjourn. JR seconds the motion. All in favor, none opposed. The meeting was adjourned at 8.54 PM.

Cultural Council

Agenda

Tuesday, April 11, 2023
Zoom Meeting, 7:30 PM

Members of the public are welcome to attend and give comments remotely; however, the in-person meeting may continue even if technology issues prevent remote participation.

- *You can log in to this Zoom meeting via your computer. Please visit the [City's website to link to the meeting: www.louisvilleco.gov/lcc](http://www.louisvilleco.gov/lcc)*
- *Or call in to (719) 359-4580 Meeting ID: 847 8880 5269*

The Cultural Council will accommodate public comments during the meeting. Anyone may also email comments to the Board prior to the meeting at ESchmitt@LouisvilleCO.gov.

1. Call to order
2. Roll call
3. Public comments
4. Vote: discuss dates, vote to approve date and \$600 payment for Semplice Baroque Ensemble
5. Adjourn

Persons planning to attend the meeting who need sign language interpretation, translation services, assisted listening systems, Braille, taped material, or special transportation, should contact the City Clerk's Office at 303 335-4536 or MeredythM@LouisvilleCO.gov. A forty-eight-hour notice is requested.

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Cultural Council Meeting Minutes

Tues., April 11, 2023

7:30 PM

Meeting held on Zoom

1. JR made a motion to call meeting to order. Beth seconds the motion. All members approved, none opposed.

2. LCC members present: Beth McLennan, Sarah Staunton, JR Ketelsen.
Quorum is present.

3. Public comments: No comments from the public

4. Vote:

JR makes motion to approve \$600 for Semplice Baroque ensemble to perform at the Louisville Center for the Arts on April 28th, 2023. Doors will open at 6:30PM, and concert will begin at 7PM. Tickets will be free.

Sarah seconds the motion. All in favor, none opposed.

5. JR makes motion to adjourn the meeting. Beth seconds the motion. All members approve, none opposed.

April 2023
Louisville Cultural Council
Staff Report – Erica Schmitt

Art Grants

2020 Art Grants:

- Dona Laurita’s project “Newcomers” was hosted at the Louisville Center for the Arts on Saturday, April 8, 2023 (dates changed since the last LCC meeting – was originally on First Friday/April 7 and April 8). Dona interviewed and photographed adolescent and young adult “newcomers”, immigrants, and refugees. These stories and photos were put together into artistic images that Dona printed onto adhesive vinyl to stick on the Arts Center walls. Dona scheduled local singer/songwriter “Morning Honey” to perform at this event.

Dona has received an arts grant evaluation form. These forms are due within 60 days of the event, which would be Thursday, June 8. Timely completion of a grant evaluation is one element that the LCC requires for artists to remain eligible to apply for future Art Grants.

2022 Art Grants: *Projects must be completed between March 1, 2022 and July 31, 2023.*

- Grace Gee’s Art Grant project “Bubbling Up” is currently being hosted at the Louisville Public Library. Grace was present for the April “First Friday”, and The project has significantly expanded since the artist first displayed a few bubbles at the Library. Each handmade bubble has a story of discrimination or racism that was shared by a BIPOC individual. BIPOC members of the public are invited to share their stories of discrimination to be included on bubbles, and white allies are invited to respond to the stories at the exhibit. Bubbles and responses will be on display through May, with a possible extension into early June (pending Grace’s discussions with the Library).
- JR will provide an update on any pending/postponed/delayed art grant projects from 2022 as part of his board Chair report.

2023 Art Grants: *Projects must be completed between March 1, 2023 and July 31, 2024.*

- Linda Anderson/“Celebrate EDU” has connected with the City, and updated us about the delay in grant paperwork. The City remains confident in this nonprofit’s ability to complete their grant project within the required timeline. All other grant recipients have returned their paperwork.
- Ellen Rice/“Not All Men” will begin their songwriting workshop and performance showcase series for women, LGBTQ+, and gender-diverse folks next week. The workshop meets at Dana V Music School from 6:30-8PM on Thursdays 04/27, 05/25, 06/22, and 07/20.
- Christoph Scholtes/“Ambient Experience” will be presenting their project at the Louisville Center for the Arts on Sunday, June 11, 2023.
- Fae Walls/“Soul Penny Circus” has Saturdays June 17 and June 24 on hold at the Louisville Center for the Arts (pending group confirmation – event will be on one date or the other).
- Rita Valente-Quinn/Motus Theater has requested a Saturday evening in September, October, or November for an evening performance of their project. Unfortunately, the Arts Center only has one Saturday evening available that meets Motus’ scheduling needs. Motus has been provided

the option of reserving Saturday 09/30 for their 7PM performance, and have been given additional options of Fridays, or dates in November. We are waiting for Motus to confirm one of these dates.

As a reminder, the LCC Art Grant program was funded as a way for the LCC to bring more arts and cultural experiences into Louisville (projects/events must take place in-person in Louisville). Projects do not need to be held at a City facility such as the Arts Center, and grant recipients are welcome to collaborate with local businesses, schools, etc. to host their project.

Beyond the financial support of the art grant, the City adds art grant events to the official online City calendar, and links to the grant recipients' webpages and/or social media that the recipients create to promote their event. If event information is received with adequate lead time (grant agreement letter states a minimum of six weeks), the art grant event will also be included in citywide emails and appropriate City communications. Additionally, grant recipient-created 8.5X11" flyers are displayed at City facilities.

Art grant recipients must complete an evaluation form within 60 days of the completion of their project. The art grant application asks applicants about their project goal(s), target audience, how applicants will market their project, and how they will track and measure the success of their project/event. The art grant application asked applicants about their project goal(s), target audience, how applicants will market their project, and how they will track and measure the success of their project/event. The art grant evaluation follows up on these items, including asking concrete/quantifiable questions (how many individuals were reached, how did the grant recipient attract their target audience, asking the recipient to attach their marketing, etc.), and qualifiable questions (lessons learned, impact on the community, etc.)

Public Art

A contract has been sent to:

- "Community Resilience" artists Rita Vali and Arabella Tattershall (City Hall sculpture)
- "Heart of the Community" artist Darla Okada (Library Plaza mural)

JLL, the brokerage company that manages leases and permits for BNSF land, has resumed responding to City emails. The City remains hopeful that the railroad protective liability insurance, adjustment of the City's lease, and all details with BNSF and JLL will be concluded by early June. Once the City has all permissions in place, the LCC should review the original sculpture proposal from Greg Fields and vote whether to send the sculpture to public notice (has not gone through public notice yet).

The sculpture budget provided by Greg on 10/11/22 is \$13,880. This sculpture will be funded by the Louisville Revitalization Commission (LRC) through Resolution No. 21-01. Austin Brown, the City Economic Vitality Specialist, has said that the LRC funds will be carried forward for this sculpture. Erica Schmitt is working with Austin to request that the LRC pays the artist 50% of the total upfront, rather than paying 100% upon the completion of the sculpture.

Venue Availability

As a reminder, the LCC may produce events at any available City location, including the Arts Center, Steinbaugh, Parks, Open Space, the Library, and the Rec/Senior Center. The staff liaison can assist with confirming the availability and making reservations for these locations.

The LCC’s reservations at the Art Center include LCC events and the LCC-sponsored Art Grant programs. The calendar of available Art Center dates was originally shared with members of the LCC on 12/19/22, and was also included in the February 2023 and March 2023 LCC packets. When in doubt, please reach out to the staff liaison to confirm the availability of a specific date.

Arts Center dates that are still available for additional LCC programming (includes LCC programs and LCC-sponsored Art Grants):

From Date	From Time	To Time
5/22/2023	15:00	22:00
6/11/2023	8:00	22:00
6/24/2023	8:00	22:00
6/25/2023	8:00	22:00
7/9/2023	7:00	22:00
7/16/2023	8:00	22:00
7/23/2023	7:00	21:00
7/29/2023	8:00	22:00
7/30/2023	7:00	22:00
9/22/2023	15:00	22:00
9/29/2023	8:00	22:00
9/30/2023	8:00	22:00
10/6/2023	14:00	22:00
10/13/2023	15:00	22:00
11/13/2023	15:00	22:00
11/14/2023	15:00	22:00
11/20/2023	15:00	22:00
12/1/2023	8:00	22:00
12/8/2023	8:00	22:00
12/10/2023	8:00	22:00
12/15/2023	15:00	22:00
12/17/2023	12:00	22:00
12/18/2023	15:00	22:00
12/19/2023	15:00	22:00
12/20/2023	15:00	22:00
12/21/2023	15:00	22:00

Marketing

If the event is approved and planned with enough advance notice, it may be included in the monthly Arts and Events newsletter and the quarterly Cultural Services newsletter. The Communications Department may choose to include events that can accommodate a larger audience and/or events that have broad appeal the emailed community newsletters.

Print marketing requires significant lead time, and citywide publications have limited space to include events. If there are events that you would like to have considered for inclusion in print materials, please provide your information to the city liaison to share with the Communications Department ASAP. There generally is a 3-4 month lead time for print materials, and space is not guaranteed.

Communications staff have provided the following template of event details and formatting for web/calendar postings and print event marketing:

Title (75 character limit)

Subtitle (usually an indicator of age or grade for the program i.e. "Adults and Teens ages 15 and up" or to clarify the program i.e. "theater performance")

Date and Time (please include an ending time)

Event Location (if it is virtual, please provide the zoom information)

Details

Image (Provided by artist, or find an appropriate Shutterstock image and email the photo ID to City staff. Please do not send images from Google or someone else's blog, social media, or website. Photos need to be in a horizontal layout)

For programs with required registration:

Max Total

Date for ticket sales to open (for youth programs, we typically do two weeks; adult programs are four weeks. If you want it to open on a specific day, please let me know)

LCC events that have been submitted:

- "Summer Concerts in the Park" have been included in the **May utility inserts**, sharing space with the other beloved outdoor summer events, "Street Faire" and Farmers Market. These events were also submitted for inclusion in the Rec. Center's summer catalogue (went to print in early March).
- The **June/July/August print community newsletter** has a submission deadline of Monday, April 24. "Summer Concerts in the Park", "Street Faire", and the Farmers Market graphics have been submitted for this publication.

Upcoming marketing deadlines:

- The autumn (September/October/November) print community newsletter has a submission deadline of July 10.
- The winter (December/January/February) print community newsletter has a October 9 deadline.

If the LCC desires to do additional types of event promotions, the board is welcome to allocate part of its budget towards marketing.

Board Member Updates:

The Cultural Council has some changes this month. Scott Sala is putting his house on the market, and will be moving outside of Louisville (at which time, he will be ineligible to serve on a Louisville board or commission).

The City Clerk will be advertising the vacancies on the LCC and other City boards and commissions, and new members will be appointed to these openings during the summer months. Appointed board members will serve through the end of the 2023 calendar year, with the option to reapply at the end of the year. City Hall has various trainings and onboardings that new members need to complete, and the LCC is encouraged to consider ways that the new members could be quickly brought up to speed before said members are appointed.

As a reminder, the board needs a **quorum** of members present in order to hold meetings. If a quorum is not present, the board meeting will be rescheduled for a time when a quorum can attend.

Please note that the **minutes** are part of the official, public record. It came to City Hall's attention that the 2022 LCC Meeting Minutes had additional changes, additions, or deletions made in addition those that the entire board discussed and voted on; per City Manager Jeff Durbin, all "approved" minutes from 2022 should be assumed to not be accurate accounts.

Potential installation locations for “Community Resilience” sculpture. Images provided by the artists.



“Corner Rendering”



“Grass Patch 3 Rendering”

Potential installation locations for “Community Resillience” sculpture. Images provided by the artists.



“Patio 1 Rendering”



“Patio 2 Rendering”



Board and Commission Chair Training

April 10, 2023

Best Practices and Processes for Meetings

- Conducting the Meeting
- Member Comments/Discussion
- Public Comments
- Hybrid Meetings
- Meeting Practices

Conducting the Meeting

- Stick to the agenda
- Allow All Board Members to Speak
- Don't allow one Member to Dominate/Bully
- Bring the Item to Closure
- Be sure all posting rules are met. Give enough time for this.
- If any items are presented at the meeting be sure the public can see them as well.

Public Comments

- Comments are made to the board. It is not a conversation; don't respond.
- Public Speakers each get a maximum of three minutes. Use a timer to be consistent.
- The board or staff cannot control what the person says.
- Ask speakers to give their name and say if they are a Louisville resident or not. We no longer ask for a speaker's specific address.
- Emailed comments should be taken by staff and distributed to the board a few hours ahead of the meeting.
- Every agenda should have a place on it for "Comments on items not on the agenda"

Hybrid Meetings

- If there are Zoom problems or people have problems connecting remotely, the in person meeting will continue if there is a quorum in person.
- Encourage members to attend in person if they can
- You must continue to keep the Zoom meeting going even if you have no remote attendees.

Other Considerations

- Cannot ask people to leave the room with discussing any item, including discussing that person.
- If you have a member consistently missing meetings, consider contacting them about their attendance.
- Minutes don't have to be detailed, but should include all decisions.
- Beware of “hot mics.” This can include pre/post meeting chats.
- Be nice to your liaison.
- If you have a problem member, please let Clerk or City Manager know.

Council Considering Board Changes

- Not yet sure what Council will want to do
- May 3 Tentative Next Discussion
- Board members will be notified when additional meetings are scheduled so you may submit comments.

Questions

