



Adams County Cultural Council Funding Allocation Meeting
Minutes
May 18, 2023

Waymire Dome
Rendezvous Room
Adams County Fairgrounds, Brighton 80601

Dinner 5:00 | Meeting 5:30

- I. Call meeting to order – Joyce Downing
 - a. Joyce Downing, Chair, called the meeting to order at 5:33 P.M.

- II. Roll call:
 - a. Present: Roberta Ayala, Larry Dunn, Joyce Downing, Megan Hartline, Jim Towle, Aaron Vega
 - b. Excused Absence: Emily Burr, Jesse Martinez
 - c. Absent: Ericka Hernandez
 - d. Participants in attendance: SCFD Program Manager, Dana Manyothane, Adams County staff, Zoe Ocampo

- III. Motion to approve the agenda
 - a. Motion made to approve the agenda made by Joyce Downing, moved by Megan Hartline, seconded by Aaron Vega. No opposed – motion passed.

- IV. Motion to approve minutes
 - a. Motion to approve minutes from March 16, 2023, made by Joyce Downing, moved by Megan Hartline, seconded by Aaron Vega. No opposed – motion passed.

- V. New Business Items:
 - a. Funding Allocation Recommendation – Megan Hartline
Funding Scenario:
Total Available from SCFD: \$2,635,755.69
Total Requested: \$2,075,488.00

Considerations:

- Council needs to fund higher than previous years
- Do not want surplus - want to fund as much as possible
- Spreading the money to overfund all organizations in some way
- Considering the council's scoring and keeping a tiered funding approach for projects
- Overfunding based on the size of the organization / project

Funding Proposal:

- General Operating Support: \$556,165.68
 - Funding at 40% with a cap of \$65,000 (vs. LY – Funding at 20% with a cap of \$40,000)
 - Funding commensurate with organization size / revenue
 - 17 home county organizations
- Projects:
 - Large Projects: \$1,830,361.20
 - Level 1: Funding at 106% - 18 organizations
 - Level 2: Funding at 101% - 25 organizations
 - Level 3: Funding at 96% - 17 organizations
 - Level 4: Funding at 91% - 9 organizations
 - Small Projects: \$167,443.95
 - Level 1: Funding at 105% - 6 organizations
 - Level 2: Funding at 101% - 15 organizations
 - Level 3: Funding at 95% - 14 organizations
 - Level 4: Funding at 91% - 5 organizations
 - Visual Arts Projects: \$81,780
 - Level 1: Funding at 100% - 1 project
 - Level 2: Funding at 90% - 1 project
 - Level 3: Funding at 80% - 1 project
 - *All "extra" project funding must be used for that project.*
 - *Orgs can return money if they can't use it.*
- Surplus: \$4.86
 - SCFD Suggestion: Assign the surplus to an organization / Council Suggestion: Small program that scored among the highest - Boulder Metalsmithing

- Motion to approve funding allocation recommendation made by Joyce Downing, moved by Megan Hartline, seconded by Jim Towle. No opposed – motion approved.
- Motion to approve surplus balance distribution to Boulder Metalsmithing made by Joyce Downing, moved by Roberta Ayala, seconded by Aaron Vega. No opposed – motion approved.
- Council to add to retreat agenda: discussion of discretionary funds; project breakdown; GOS definition
- Next steps for funding allocation– Study Session with Board of County Commissioners

VI. SCFD Update – Dana Manyothane

- a. Next Board Meeting: Thursday, May 25th in-person at The Denver Art Museum. The SCFD board will vote to approve the budgeted distribution for Tier I organizations; Tier I's will present their annual reports.
- b. SCFD Revenue Report: The March 2023 SCFD sales and use tax revenue was \$7,445,034.06 The 2023 year-to-date (YTD) sales and use tax revenue is \$19,916,218.87. This compares to YTD 2022 sales and use tax revenue of \$18,762,988.89. The variance is \$1,153,229.98, a 6.15% increase in YTD 2023 over YTD 2022.
- c. SCFD Staff Updates:
 - In April, SCFD hired Emma Mantooth as our new Communications Manager. Emma comes from the El Pomar Foundation.
 - SCFD is in the process of hiring a new Program Officer to replace Kendal Zimmermann, who is transitioning to a new role in July. We will be reviewing and interviewing applicants in the coming weeks with the hopes of having a new PO in place come the end of June.
- d. Tier III: Important Dates
 - June/July: ensure a meeting is scheduled for the CCC briefings with County commissioners/city councils to approve funding plans.
 - Friday, August 11: County Funding Plans, Resolutions, and finalized Recognition Ceremony/Event are due to SCFD.
 - Thursday, September 28: SCFD board approves Tier III funding awards. Each cultural council chair presents to the SCFD board.
 - Wednesday, October 11: earliest date for award checks to be distributed.

- Friday, October 13: Approved 2024 County Guidelines, Scoring Evaluation, and Calendars are due to SCFD.
- e. SCFD Day at the Capitol: Wednesday, April 12th at 8:00 am
Thank you all to those who attended and everyone's support. SCFD was recognized on both the House and Senate floors.
 - f. SCFD Communicators Toolkit: Found under the "Who we are" tab on the SCFD homepage, or scfd.org/toolkit, the communicators toolkit provides information and tools for you to talk about and promote SCFD. Included are the following: headlines and key messaging; the SCFD logo, official font and color palette; and a fact sheet that describes SCFD's impact.
 - g. Office Hours & Updates: Physical office by appt. only. Staff are working hybrid schedule (in office/at home) until further notice: Mon-Thurs, 8:00 am-6:00 pm.
 - h. CCC Trainings:
 - Chairs & Liaisons Meeting: June 15
 - Fall Training: TBD
 - i. Other Matters:
 - Scoring Rubric Subcommittee - We are getting meetings scheduled for the subcommittee to meet with SCFD staff and The Equity Project. We will have one 90-minute meeting in June and another in July.
 - j. Open Meetings, Requirements of the Colorado Sunshine Law
 - Meeting refers to any gathering of council members to discuss public business. 3 or more members constitutes a meeting.
 - Emails, phone calls, in-person, does not include chance meetings or social occasions.
 - Statute requires public notice of meetings at least 24 hours in advance, including the agenda.
 - Minutes must be taken and are open to public inspection.
 - k. Grant Amendments (formerly known as Change Requests)
 - Starting with the 2021 grants, organizations will submit any active grant amendment requests via the Fluxx portal. SCFD will do the initial review and only bring to council requests that need to be discussed or be voted on to approve or deny.
 - Language on SCFD website has been updated to state that amendments must be submitted and approved prior to any changes to projects. This was also communicated to Tier III organizations in a January 4 newsletter.
 - l. Virtual Attendance
 - Language about virtual attendance has been inserted into County grant guidelines and communicated to Tier III

organizations. Beginning this grant cycle, virtual attendance will not be counted. Organizations may still produce hybrid programs, but funding can only support in-person costs.

- VII. Adams County Update – Zoe Ocampo
 - a. Next Council Meeting will be the Retreat on September 14, 2023
 - b. Upcoming Adams County Events
 - i. York St. Mural – Public Works / Parks, Open Space & Cultural Arts Collaboration Celebration, Wednesday, May 24 at the Molly Brown Distillery on York. St. at 10 A.M.
 - ii. Adams County Veteran’s Memorial Grand Opening – Memorial Day at Riverdale Regional Park 10 A.M.
 - iii. Adams County Pride Event – Free Family Festival 11 A.M. – 5 P.M at Riverdale Regional Park; Bebe Rexha concert to follow
 - iv. Cultural Arts Staff to attend the Colorado Creative Industries Summit June 1 – 2
 - v. Gabriel Rodriguez is the new Deputy Director of Parks, Open Space & Cultural Arts, first day, May 19
- VIII. Other Business
 - a. Public Comment – none.
 - b. Roberta Ayala noted Thornton Pride Event on June 9 from 6 – 8 P.M.
 - c. Aaron Vega noted Colfax Canvas on September 16.
- IX. Adjourn – Joyce Downing adjourned the meeting at 6:32 P.M.