MEETING SUMMARY
The Broomfield Cultural Council elected officers, reviewed the Arts, Culture and Science grant application and guidelines. They also reviewed the SCFD talking points and Cultural Council calendar.

ROLL CALL
Present: Suzanne Crawford, Dan Rudmann, Ken Stroud, Qi Zhou, Pascale Fried, Jeanne McFarland-McDonald and Melodee Rodriguez
Others in attendance: Cheryl German, Cultural Affairs Operations Coordinator; and Dana Manyothane, SCFD Program Manager

AGENDA MINUTES
CALL TO ORDER
Meeting was called to order at 6:34 p.m. by Suzanne Crawford, Chair.

APPROVAL OF THE AGENDA AND MINUTES
Dan Rudmann made a motion to approve the agenda and the minutes. Melodee Rodriguez seconded. The motion passed unanimously.

REPORTS
STAFF REPORT
Cultural Affairs and Museum staff reorganized into a new Arts & History Team. Arts Programming Coordinator, Museum Coordinator and Lead Technician are in the hiring process. Kris Nickeson is the new Auditorium Coordinator. The team reports to Kathryn Lynip, Director of Library & Cultural Affairs. The Cultural Affairs and Museum budgets have been combined. See attachment 1.

SCIENTIFIC AND CULTURAL FACILITIES DISTRICT (SCFD) REPORT
SCFD Board Meetings
January Board Meeting: No Meeting, next meeting - Feb. 27, 2020 at CO Conservatory of Dance, Broomfield. Lynn Jeffers, Broomfield SCFD Board representative will be honored for her service.

November Board Meeting: Thursday, Nov. 21, 2020, 1PM at Center for the Arts Evergreen. Art in Society Presentation, adopt procedures for protecting and destroying customer information maintained by the district, 2020 officers: Jack Finlaw, chair; Kendra Black, v-chair; Kathy Nesbitt, secretary; Ann Speer, treasurer. Board minutes are located at https://scfd.org/who-we-are/our-board-staff/meetings-minutes/

SCFD Revenue Report October 2019
The October 2019 SCFD sales and use tax revenue was $5,686,717.56. The 2019 year-to-date (YTD) sales and use tax revenue is $54,143,663.01. This compares to YTD 2018 sales and use tax revenue of $51,551,595.62. The variance is $2,592,067.39, a 5.03% increase in YTD 2019 over YTD 2018.

Eligibility:
22 Submitted = 10 Eligible; 9 Ineligible; 3 Incomplete
Newly eligible home-county organizations:
1. Smithtonians - Arapahoe
2. Asian Pacific Association of Longmont - Boulder
3. Ocean First Institute - Boulder
Tier III Important Dates:
Grant Application Trainings
● Tue. Jan. 14; 4-6:30pm @ Englewood Arts, Hampden Hall, 1000 Englewood Pkwy.
● Sat. Feb. 1; 9am-12pm @ D.L. Parsons Theatre in Northglenn Rec. Ctr., 11801 Community Center Dr.

Final Grant Report Deadline: Fri. Feb. 14, 2020 @ 4pm

Grant Application Deadlines all @ 4pm:
Tue. Mar. 3, 2020 - Multi-County
Fri. Mar. 5 – Denver County
Tue. Mar. 10 - Arapahoe County
Fri. Mar. 13 - Jefferson County
Tue. Mar. 17 - Boulder County
Fri. Mar. 20 - Adams County
Fri. Mar. 27 - Broomfield & Douglas County

SCFD Moved
We are in the Santa Fe Arts District at 1047 Santa Fe Drive. It is ground level, near multiple bus stops, and a less than 10-minute walk from the 10th/Osage Light rail station. Keep an eye out for an office-warming party!

SCFD Website
NEW: County Cultural Council Portal
NEW: Online Change Request Form
NEW: Online Nondiscrimination Form
NEW: Online Conflict of Interest Form
NEW: Online Compliance Agreement Form

Other Matters:
• Compliance agreement signed by Chair
• Nondiscrimination policy and conflict of interest forms need to be signed
• New SCFD branding material (if needed)
• Free Day Cards
• Bring new council member name tags (if applicable)
• Bring back-up to view council member notebook through A/V

NEW BUSINESS
Election of Officers
Suzanne Crawford proposed the following slate of officers: Dan Rudmann, Chair; Melodee Rodriguez, Vice Chair, and Pascale Fried, Secretary. Ken Stroud seconded. The motion passed unanimously.

Review Arts, Culture and Science Grant Application and Guidelines
Staff provided a copy of the Arts, Culture and Science Grant new online application. Melodee Rodriguez made a motion to approve the online grant application. Qi Zhou seconded. See attachment 2. The motion passed unanimously. After discussion, Pascale Fried offered to review the online application and provide comments.
Review Scientific and Cultural Facilities District (SCFD) Workshop Talking Points
Council reviewed the SCFD Talking Points to match the updated guidelines. See attachment 3.

Review of Calendar Agenda and Meeting Planning
After reviewing the calendar, Council decided to not meet in February or March. Colorado Business Committee for the Arts (CBCA) will present on January 27. The Civic Center Planning meeting will likely be at the end of January. SCFD Day at the Capital will be April 21.

ADJOURN
Motion to adjourn at 8 p.m. by Ken Stroud and seconded by Melodee Rodriguez. The motion passed unanimously.

APPROVAL
Minutes prepared by Cheryl German.

Approved by ________________________________, Chair
STAFF REPORT: January 2020

STAFF REORGANIZATION

UPCOMING PUBLIC ART
City Council Meeting January 14 - Creative Machines at new Broomfield Community Center

ARTS PROGRAMMING

Creative Season
broomfield.org/creativeseason
January Events
2020 Broomfield Panel Breakout: SCFD Workshop Talking Points

1. Broomfield grant is due **March 27, 4 p.m.** All grants must be submitted online.

2. We only accept one grant application per organization.

3. Interviews are not required. If follow-up information is requested, please respond **WITHIN THREE BUSINESS DAYS**.

4. Each applicant needs to thoroughly explain how the organization or project will benefit the residents of Broomfield County. The applicant must define how the impact will be measured.

5. For projects taking place outside of Broomfield such as festivals or exhibits, the Cultural Council has requested that you clearly define how you quantified Broomfield residents’ attendance. We need to see how the funding will impact Broomfield residents.

6. Broomfield County Cultural Council uses a Funding Matrix which can be found on the SCFD website. Please note the matrix has been expanded to include Evaluation Criteria Questions.

7. Broomfield-based organizations may apply for GOS with the lesser of $30,000 or 30% of revenue.

8. Organizations based outside of Broomfield can apply for project grants for up to $5,000. We do not recommend applying for the cap for first year applicants.

9. The Broomfield Cultural Council is seeking more science programs in Broomfield.