

**CITY OF WHEAT RIDGE
CULTURAL COMMISSION
MINUTES**

**Wednesday, March 14, 2023
6:00 p.m.**

**via
(Hybrid/Zoom Meeting)**

Item 1 – Call to Order

Chairperson Kathleen Martell called the meeting to order at 6:05 p.m.

Item 2 – Introductions – Members and Guests

Members present: Lindsay Burney, Celia Daly, Beth Kelley, Brendan Kelley,
Teresa Linder, Kathleen Martell, Kathy Plummer, and Stephanie
Taylor

Members absent: Nancy Dragani

Guests: Steve Kirkpatrick, Wheat Ridge City Clerk

Staff: Stephen Clyde, Recreation Supervisor
Wheat Ridge Parks & Recreation Center Department

Introductions

Chair Kathleen Martell welcomed everyone to the meeting. Brief introductions were given by commission members.

New member, Brendan Kelley (District IV), was welcomed to the commission.

Guest Steve Kirkpatrick, City Clerk, provided the swearing in for new and re-elected commission members.

Item 3 – Approval of Minutes

Commissioner Taylor made a motion to accept the minutes for February 8, 2023, as written. Commissioner Plummer seconded the motion, all accepted and approved.

Item 4 – Unfinished Business

2023 Subcommittee Structure & Budget Planning (Martell)

Chair Martell stated that this topic will be on hold.

2023 Performances in the Park Commitments (Martell)

Chair Martell made a motion to approve Option 1, Community Sponsorship for \$500.00, as discussed at last month's meeting. Commissioner Taylor seconded the motion, all were in favor and motion was approved.

Chair Martell discussed the following:

- A \$500.00 community sponsorship includes on-site presence and logo inclusion in all promotions (MSC Martell and Taylor)
- Can use this to promote Cultural Commission and highlight grant funding for the year 2024
- Perception is reality - the community might already assume that the Cultural Commission is part of the planning
- Help in getting a seat at the table for 2024 planning to have a Cultural Commission perspective for this
- Add a Plein Air artist or something to this to promote art or a sign language interpreter, work on finding time at next meeting to discuss a budget line item
- Event is a seven-week program with 14 performances (7 daytime-kiddos/7 families-evening)
- A calendar of available times will be made available for commission members to select a time to be available at one of the Performances in the Park events.

Stephen Clyde commented that the flyer for the event will need approval first and then it will be sent to the commission.

Social Media/Communications Contact (Martell)

Chair Martell stated that this topic will be on hold.

Item 5 – New Business

Review Grant Funding Sponsorship Applications (Burney)

Commissioner Burney discussed the following regarding the three sponsorship applications that were received:

- Create a rubric for April meeting (Commissioner Burney)
- Can we tweak the application for 2024 based on feedback from applications in 2023 - in the future have applicants come to meetings
- Regarding application process, use grant money for spaces at events
- How to improve the process and get information out so people know how to do it properly regarding the grant funding process

- Need to create an award letter - what we can reimburse, when receipts are due, how we reimburse, how they document where money has been spent, recap (Commissioner Burney)
- Applicants need to tell the commission something that is going to get them excited about - ask - need to add this to the application
- Should they have the applicants come and present on their ask?
- Brandon Altenburg is a good contact regarding the Parks and Recreation special event permit process

Sister Sundays

- “If successful” what happens if the event is not successful?
- Need a park permit in order to do this there - to make sure they stay within the special event permit process and rules that would cover them every Sunday
- Can we require that they permit the event (need to double check with Parks and Recreation)
- Need clarity (Commissioner Daly to handle this)
- What are the Parks and Recreation special events permit process? (Brandon Altenburg)
- Can they permit the whole series
- Is there a sheet when to send to help with the process of permitting
- What Parks require a permit?

Sister Sundays - Questions (Commissioner Linder)

- Do they know they need to contact Parks and Recreation
- Are they really going to meet 30 times
- Who is this organization?
- Who is helping?

Journey Girls (Commissioner Taylor) - All women tribute band for Journey

- Do they know they need to contact Parks and Recreation?
- How many performances are you doing?
- Do you need sound permitting?
- Where are the bands/music?
- Do they want to make a specific ask for a specific month?
- Where exactly at the skatepark are you going to perform?
- Can you even permit at Discovery Park due to teens and experiences at Discovery Park?

Localworks (Commissioner Burney)

- What does it mean to chalk the sidewalk? Chalk artists - two in the day or two leading up to the event, Chalk artists on the day of the event
- Materials and/or artists to do the chalking
- Large event that attracts a lot of people
- Application was well done and thorough

- \$500.00 (Commissioners Burney and Linder)

Cultural Commission Identity (Martell)

Chair Martell stated that this topic will be on hold.

Item 6 – Future Agenda Items

None.

Item 7 – Commissioner Comments

Commissioner Plummer: Good to see everybody. We accomplished and learned a lot tonight, moving forward.

Commissioner Taylor: Here's to another great year, the start of it.

Commissioner Linder: Excited to see this process with the grants moving forward.

Commissioner Burney: I am also excited to see this process of grants and I know we will learn a lot through this process about what we don't want to see next year. Also, what we really want to see and how we can tweak it and make it better. This is truly a growth opportunity for us in a direction that we've never really taken before.

Commissioner Beth Kelley: Great meeting also and it's good to see these applications coming in and that we are all trying to figure it out together. I'm just appreciating the group, so thanks.

Commissioner Daly: This was a great meeting and excited for our first sponsorship.

Commissioner Brendan Kelley: This was great and it's exciting to meet all of you. I'm looking forward to working with you all going forward. I love these projects that we are considering.

Chair Martell: Great meeting everyone. I will try to put together some more specific "asks" for the next meeting, so we don't get too far behind by standing down on our identity conversation tonight. Thank you to Stephen for helping out.

Stephen Clyde: Thanks for everything that you all do.

Item 8 – Adjournment

Chair Martell adjourned the meeting at 7:29 p.m.