



JACKIE BISKUPSKI
MAYOR

DEPARTMENT of ECONOMIC DEVELOPMENT

KELSEY ELLIS
ASSISTANT DIRECTOR

BOARD MEETING MINUTES
April 12, 2017
Art Barn in Reservoir Park

PRESENT:

Denise Brenes	Matthew Castillo
Mike Colby	Annie Dayton
Efren Corado Garcia	Kerri Hopkins
Whitney King Hyans	Richard Jaramillo
John Johnson	Cannon Tarbet
Chad Whittaker	

Staff Members

Karen Krieger, Executive Director
Kelsey Ellis, Assistant Director
Wendy Evanoff, Office Facilitator
Dana Hernandez, Public Art Program Manager
Jesse Schaefer, Performing Arts Program Manager
Kandace Steadman, Visual Arts Program Manager

EXCUSED:

Jennifer Horne	Linda Hunt
Eva Rinaldi	

GUESTS:

Sylvia Richards, Public Policy Analyst, City Council Office
Lia Summers, Policy Advisor for Arts, Salt Lake City Mayor's Office
Ben Kolendar, Deputy Director, SLC Dept. of Economic Development
Jeff Steele, Attorney, Holland & Hart LLP

I. Call to order / Approval of minutes

Ms. Kerri Hopkins called the meeting to order at approximately 5:30 p.m. Mr. Cannon Tarbet made a motion to approve the minutes from the March board meeting; the motion was seconded by Mr. John Johnson and passed unanimously.

II. Executive Committee

Ms. Lia Summers provided an update for the Mayor's office reporting on the development proposal for Library Square. She reported that dates for public engagement on the proposal will be June 13 – 15, 2017.

Mr. Ben Kolendar reported that through a series of budget meetings with the Mayor, the Department of Economic Development requested to look at the seasonal fundraising position and determine if it can be

institutionalized into a long term position for the Arts Council. Also, a request has been made to provide programmatic funds for the Arts Council to assist the RDA with public programming. Mr. Kolendar reported that the Department is going through a strategic planning process and the Arts Council has a separate strategic plan within the Department's plan. Ms. Karen Krieger has put together a round table discussion on the way the arts contribute to economic development scheduled for April 25, 2017.

Ms. Karen Krieger reported that, according to the bylaws, the election of officers for the Board of Directors occurs every May. Ms. Krieger will email the duties of the officers to everyone so they can be reviewed, and then move forward with an election at the board meeting in May.

Mr. Ben Kolendar reported that he has been talking with Ms. Karen Krieger and Ms. Kerri Hopkins to develop the strategic plan for the Arts Council. Mr. Kolendar stated that one of the first steps in forming the strategic plan is to explore questions about how the Foundation and the City can work together. He asked the board to submit questions to Ms. Krieger regarding clarification of roles between the two organizations, ideas on what some of the opportunities are that other Arts Councils explore or general challenges and solutions.

Ms. Karen Krieger announced that there will be a board meeting with Mayor Jackie Biskupski on May 20, 2017 at 5:30 p.m. Mr. Ben Kolendar reported the Mayor is interested in where she can help out with the Arts Council. One of the areas that has been identified is fundraising.

III. Budget update

Ms. Kelsey Ellis reviewed the Profit & Loss statement and Balance Sheet as of April 5, 2017. She reported that for the May board meeting, she will provide a year to date Profit & Loss - Budget to Actual report for the Foundation and one specific to the Living Traditions Festival before and after the event. Ms. Ellis also presented a dashboard of financial tracking for the 2017 Twilight Concert Series. She reviewed the expenses, revenue, and sponsorship budgets.

Mr. Ben Kolendar reported that in an effort to clarify and clean up the processes between the Foundation and the City there have been two requests from the Department. With contracting, they have asked the board chair to sign all contracts for the Foundation. In addition, anytime checks are signed, there are two signers. If one of the designated signers within the Arts Council is not available, then they want an authorized board member to sign the checks.

Mr. Richard Jaramillo asked that in the event the board chair is unavailable, since all other responsibilities per the bylaws fall on the vice chair, would the contract signing authority do so as well?

Mr. Jeff Steele replied that according to the bylaws, the chair has powers and shall have such other powers as are necessarily incident to the office of chair or as may from time to time be directed by the Board. Same language for the vice chair. Mr. Steele suggested that the board grant such powers to the chair and vice chair.

Mr. Richard Jaramillo made a motion per the provision of the bylaws, that the board charge the chair and alternately the vice chair and or secretary/treasurer with being signatories on contracts for the Foundation; the motion was seconded by Mr. Efren Corado Garcia and passed unanimously.

Mr. Richard Jaramillo asked if there is a threshold that the board wants to set so that if contracts are above a certain dollar amount, that in addition to the chair signing there is some other process by which other

board members have additional review of the contract before it is ultimately signed by the board chair or alternates.

Mr. Matthew Castillo added that if a contract results in going over budget, there should be specific procedures in place. For instance, if it would change any line item greater than ten percent of the full budget then it would require approval by the Finance Committee.

Mr. Ben Kolendar reported that one of the stipulations from the department is that no program shall run a deficit. So if a contract takes a program into a deficit position and money is reallocated from another program to cover that, it would be inconsistent with what the department is requesting.

Mr. Richard Jaramillo made a motion that in the case that the board's designated contract signer sees a material need for additional review they shall engage either the executive committee or finance committee or defer to the full board at the next available full board meeting for additional review; the motion was seconded by Ms. Denise Brenes.

Ms. Kerri Hopkins reviewed the check signing process within the foundation and reported that the authority now lies with Ms. Kelsey Ellis and Mr. Jesse Schaefer as the two designated signers. All checks must have two signatures so in the absence of either one of them, the department has requested that a board member also sign checks.

Ms. Karen Krieger reported that in her letter of reinstatement, which is where these directives have come about, she will no longer sign checks or contracts and Ms. Kelsey Ellis will manage the organization's finances.

Ms. Annie Dayton made a motion that the next elected Treasurer will become the future signatory to sign checks in the absence of either Kelsey or Jesse; the motion was seconded by Ms. Denise Brenes and passed unanimously.

Mr. Matthew Castillo commented that the financial directives being given by the Department are unusual and that there is not clarity regarding the rights and obligations of board members nor whether these are requests or directives. He stated that he doesn't disagree that these are prudent or good policies to have but he would like more clarity regarding roles and responsibilities.

Mr. Richard Jaramillo also commented that it strikes him as unusual that these directives came through a reinstatement letter to the Executive Director and not a letter to the board about what the department would like to see. He stated that it is an unusual forum in which these requests were made to the board.

Mr. Efren Corado Garcia added that it would be very important to the board to see the letter because it could affect the decisions any and all committees make in relationship to programming and anything going forward. He also indicated a need for clarity.

Ms. Karen Krieger responded that she would need to consult her council in regard to sharing the letter.

IV. Committee reports

Ms. Kerri Hopkins discussed re-engaging the Fundraising and Bylaws Committees. She reported there is plenty of work to do and she would like to discuss dates to meet by next month.

V. Staff reports

Ms. Kelsey Ellis reported that there is an Arts and Culture Events list in the board packets if anyone is interested in tickets. Also, she has tickets to Samba Fogo for their performance at the end of April.

Mr. Jesse Schaefer reported that the 2017 lineup for Twilight will be announced tomorrow, April 13 at noon. We will be partnering with City Weekly to leverage their reach in audience. They will have an exclusive announce via their website and social media. Mr. Schaefer also reported that there is a change in ticket pricing this year. The early bird special which runs through May 14 is \$5.00 for a single general admission, \$35 for a season pass, \$25 for VIP single admission, and \$165 for a season VIP admission. Starting May 15 the cost goes up to \$7.50 for single general admission, \$50 for a season general admission pass, \$30 for a single VIP and \$190 for a season VIP pass.

Mr. Jesse Schaefer announced he has received confirmation that Omar Souleyman, the special guest for the Living Traditions Festival will be performing.

Ms. Kandace Steadman reported that the deadline for artists to submit applications for the 2018 exhibition schedule is Monday, April 17. She also noted that there is a Guest Writers Series presentation on April 20, an exhibition opening on April 21, and the Read Local Series on April 27. For the legislative update, Ms. Steadman provided a list of organizations that received funding from the legislature. She announced that the Robert Smithson's Spiral Jetty was named the Utah's state work of land art and the legislature also declared Native American rock art as the state works of art. On the federal level, there was a team of 20 people from Utah that went to Washington D.C. and met with elected delegates and talked about funding NEH, NEA, CPB, and IMLS about their importance, particularly in rural areas. Also, Americans for the Arts indicated that there are 154 House members who signed letters of support for NEA funding and 40 of the delegation that are also signing from the senate and roughly 150,000 people across the country have signed petitions supporting NEA and NEH funding.

Ms. Wendy Evanoff reported that on March 30 the Arts Council participated in the Love Utah Give Utah campaign. There were 35 donors and we raised \$1,120 that will go towards programs.

Ms. Dana Hernandez reported that the Salt Lake City Design Board has been meeting regularly and this month they selected artists for 24 opportunities at the 337 project site. The project is in partnership with Parks and Public Lands to create a fence for a Pocket Park. The 24 designs selected will be the fence panels. There were 45 submissions from 19 different artists and the official recommendation for the artists selected will go to the Mayor for final approval. Ms. Hernandez also reported that the artwork at the Oxbow, the 900 South river park site, is being installed today and tomorrow as part of one of three commissions from the NEA, Our Town Grant that the Sorensen Unity Center received. On April 12th and 13th they will be de-installing all of the Flying Objects on 300 South and installing 18 new sculptures that have been created by 15 local artists. The 337 project submissions were all from local artists as well.

VI. Arts event discussion

VII. Public comment - none

VIII. Other business / Adjourn

The meeting adjourned at approximately 7:21 p.m.