Salt Lake City Arts Council
Board Meeting Minutes
Wednesday, June 22, 2022
WebEx Online

Present:
Ayanna Allen
Matt Castillo
Annie Dayton
Josanne Glass
Thomas Kessinger
Sarah Longoria
Kat Potter
Susan Koles Rickman
Richard Taylor
Kathy Davis

Not Present:
Andrea Ashdown

Excused:
Sonali Loomba
Cale Newhouse
Torle Nenbee
Erika Hill

Staff:
Felicia Baca
Taylor Knuth
Kelsey Ellis
Susan Campbell
Shawnee Johnson
Brenda Alavez
Ben Kolander

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I. Call to Order and Welcome Guests

Ms. Annie Dayton, Chair of the Board called the meeting to order at 5:31 PM. No guests were present at the meeting.

II. Approve Board Meeting Minutes – May 2022

Mr. Matt Castillo motioned to approve the May 2022 meeting minutes and Ms. Josanne Glass seconded the motion. The motion was approved unanimously.

III: Management

A. Program/Administrative Updates

i. Welcome new board members, introductions

The Board welcomed Mr. Thomas Kessinger as a new member.

ii. New staff introductions

The Arts Council was able to add three new staff members after approval by City Council in Budget Amendment number six. Ms. Felicia Baca introduced the new members.

Ms. Susan Campbell is the Community Investment and Development Manager. Ms. Campbell has been working as a contractor for the Arts Council for a little over year prior to being hired into this position. She will oversee the City Arts Grants Program and all grant applications submitted on behalf of the Arts Council.

Ms. Shawnee Johnson joins the Arts Council as the Special Projects Program Coordinator. She will be handling short-term projects such as the Arts and Economic Prosperity Survey, outreach, and other important but short term projects.

Ms. Brenda Alavez is the Public Art Program Coordinator. She has experience working in film making, festivals and installation art and she has a masters degree in Event and Experience Management.

iii. Department/Division staffing updates

Mr. Ben Kolendar, Director of Economic Development announced his resignation as Director, effective July 8, 2022. He thanked the Arts Council Board of Directors for their service and spoke about the benefits of the Arts being part of Economic Development Department within the City.

Ms. Baca updated the Board that Ms. Clair Taylor, Visual Arts Program Coordinator, has been accepted to graduate school and will be leaving the Arts Council at the end of the summer.

Mr. Taylor Knuth shared that the part-time communications role is also open as the person in that role was hired full-time by the Department of Economic Development.

iv. Program updates

The Living Traditions Festival (LTF) was very successful this year with over 33,000 attendees, initial projections were for 20,000. Beverage sales were also significantly more than projected. The LTF Advisory Board has met to debrief about the event and Ms. Dawn Borschardt will attend the July meeting to give a formal review of the event.

Twilight tickets sales are going very well.

Flash Projects will take place this weekend, June 24 & 25, 2022. It is a family friendly event.

Busker Festival will take place June 24 – 25 at the Gallivan Plaza.

The Arts Council is partnering with Salt Lake County to assist with the Arts and Economic Prosperity Survey from Americans for the Arts.

IV: Budget/Financial

A. Review of Financials

Mr. Castillo presented on the current budget. Revenue from sponsorships and beverage sales were strong and above projections. Living Traditions expenses are still being entered into the accounts and will be accounted for in June.

B. Budget FY23

Ms. Baca reported that the City budget was adopted on June 21, 2022, and the Arts Council received all the requested items in the budget. There is an increase of $150,000 in nondepartmental funding to cover the change in ZAP Grant funding.

Additionally, we received funds for professional development for our staff, and funds for public art management software.

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Ms. Kelsey Ellis began with an end of year projection for the budget and highlighted changes from the amended budget. Revenue changes included an increase from the Utah Division of Arts and Museums Grant award and the additional beverage sales at Living Traditions. There were a few expenses that did not cost as much or resulted in a savings related to events being cancelled, not having a headliner act at Living Traditions and a few other random items. This is resulting in a smaller deficit than the amended budget approved in January.

Ms. Baca requested approval from the Board to increase the contract amount for the Busker Festival Contractor using unused outreach funds. The increase is 10% of the contract, $5,000 and would be used to offset the rise in costs due to inflation. This is a procedure that the Arts Council has done in the past when costs for an event exceed the initial projected cost. The additional funds will go directly to the contractor, Primrose Productions, for them to allocate where needed. This request is based on the significant increase the Arts Council had related to production costs with the Living Traditions Festival, such as cost of Porta Potties, stages, security, etc. The Arts Council wants to make sure the production company has the funds to fully cover these costs for the Busker Festival. The Board discussed the contract and the funding structure of the event in detail. Ms. Kat Potter made a motion to approve the increase of $5,000 to the contract for Primrose Productions to offset the inflationary costs of overseeing the Busker Festival with the suggestion that artist pay is considered to make sure artists are compensated fairly, and these additional funds will be reported on. Ms. Susan Koles-Rickman seconded the motion, Ms. Kathy Davis abstained and the motion passed with no other comments or objections.

Ms. Ellis presented the 2023 Fiscal Year (FY23) Budget for Board approval. There were two minor adjustments from the budget draft presented last month. The first change was to record the actual salaries and budgets amount from the approved City Budget. The second adjustment was to take a small amount from the Living Traditions Festival Budget and move those funds to Mondays in the Parks to reflect changes the program manager is projecting. The budget is balanced this year.

The Board discussed the budget and changes from previous years.

Ms. Koles-Rickman moved to approve the FY23 Budget as presented and Mr. Richard Taylor seconded. The motion passed unanimously.

V. Board

A. General

i. Officer Nominations

Ms. Potter presented the candidates for the Executive Committee for Board approval. The nominees are as following: Chair – Ms. Koles Rickman, Vice Chair – Ms. Potter, Treasurer – Mr. Cale Newhouse, Secretary – Ms. Sarah Longoria, Non-Officer – Ms. Davis. Mr. Castillo motioned to approve the nominations and Ms. Dayton seconded the motion and it passed unanimiously.

ii. Other committee updates

Ms. Dayton discussed the letter that the Board is drafting to City Council related to affordable housing for artists. The letter is projected to be complete prior to next months Board meeting and will be sent out to the Board with the

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materials for the July meeting so everyone can review the letter. This is an action taken by the Board independently.

Ms. Baca updated the Board that there are vacancies on the Strategic Planning Committee and Nominating and Governance Committee. There is a requirement that each Board member serves on one committee. New Board Members will be given more details in their on-boarding meeting and can choose what committee they would like to join.

iii. Operating Agreement/Lease/Bylaws Update

The operating agreement and lease for the Art Barn are still inprocess. The staff have seen a first draft of a lease and it is expected that a final document will be ready for the July Board Meeting.

VI. Arts Event Discussion

Ms. Potter updated the Board about a grant opportunity from the Utah Department of Cultural and Community Engagement. The grant is for community and cultural events organized by a municipality of non-profit. The application is available through June 20, 2022.

Ms. Ayanna Allen mentioned that there are several celebrations of Juneteenth the upcoming weekend.

Mr. Kessinger attended a networking event for musicians. He is also playing at the Arts Festival on Friday and Busker Festival on Saturday.

VII. Public Comment

No public comment was offered.

VIII. Other Business

No other business was presented to the Board. Mr. Castillo motioned to close the meeting. The meeting was adjourned at 1:24:50.

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