

Creative District Commission Agenda



January 3, 2018 9-11am
Town Hall 507 Maroon Avenue
Meeting Room Junior

9:00 - Call to Order

9:01 - Roll Call: Commissioners and public sign-in

9:05 - Approval of the December 6, 2017 Meeting Minutes

9:10 – 2017 Budget Review

9:15 - Review Future Meeting Dates

9:20 – Staff Report

- Update on selection of new Commissioner (5 min)
- Updated Roles and Responsibilities Document (5 min)

9:30 – General Business – Mason

- Set retreat date for February (5 min)
- Appoint Commissioner to serve on the Arts Alliance (5 min)

9:40 - Events, Education, and Projects (EEP) Subcommittee Report – Rothman

- Update on Public Art Projects (5 min)
- Update on Paid to Create Grants (5 min)
- Update on 2018 professional development programs (5 min)

9:55 - Marketing and Communications (MC) Subcommittee Report – Melissa

- Update on Creative Corridor (5 min)
- Update on media: Paid to Create and Shaffer's Videos(5 min)

10:05 – Town Council Update

- Create 3-5 bullet points for Paul to bring to the next Town Council meeting (5 min)

10:15 – Public Comment

10:25 – Adjourn

Upcoming Subcommittee Dates:

January 10 – Events, Education, and Projects 9:00-10:30am

January 16 – Marketing and Communications, 9:00-11:00am

For complete meeting dates and changes, visit cbcreativedistrict.org

Creative District Commission Meeting Minutes



December 6, 2017 9-11am
Town Hall 507 Maroon Avenue
Meeting Room Junior

Call to Order

Mason calls the meeting to order at 9:08.

Roll Call

Commissioners: Jenny Birnie, Mary Tuck, Lisa Wishard, Jeff Taylor, Sooner McKay, M'Lissa Story, Emily Rothman, Shaun Horne, Melissa Mason.

Staff: Hilary Henry.

Minutes

Story asks why Tyler Lucas has been granted an extension. Henry responds that the Commission decided that an extension was appropriate during the November EEP meeting.

Rothman asks why the Commission is rolling over funds to 2018. Henry responds that the Town of Crested Butte, as a policy, does not roll over funds from year to year. However, as the Creative District received a large amount of grant funding in 2017, the Creative District's budget for 2018 was increased to reflect some of the funding that was allocated in the Town's budget for 2017, but went unspent.

Horne motions to approve the minutes. Rothman seconds. All in favor.

Budget

Henry provides an overview of the year-to-date 2017 budget. She says that the Creative District has expended or allocated nearly all of its funding for 2017. No questions on the budget.

Future Meeting Dates

December 13, 12-1:30, MC

December 19, 11-12:30, EEP

January 3, 9-11 am, Commission

January 10, 9-10:30 am, EEP

January 16, 9-10:30 MC

Wednesday, February 7 – Commission

Wednesday, February 14 – EEP 9-10:30

Tuesday, February 27 – MC 12-1:30

March 7 – Commission

March 14 – EEP 9-10:30

March 20 – MC 12-1:30

General Business

Retreat

Birnie has reached out to Maryo Ewell for the facilitation of the Creative District retreat. Maryo is unable to facilitate the retreat, but gave Birnie several names of people who could help. Birnie has been in touch with Mary Suddereth, who is interested in facilitating but will be out of Town during January. The Commission is comfortable holding the retreat at a later date. Birnie will reach out to Mary and then have the Commission finalize the date via email.

Update on Arts Alliance Presentation to Town Council

Mason says that she in Birnie gave the Town Council a five minute overview of the Arts and Economic Prosperity V survey. Mason states that several of the council members thanked them for sharing the study with them. Birnie says that they will share the full survey .pdf with the Council, as their time was limited.

Commissioner Responsibilities Recap

The Commission reviewed the roles and responsibilities of the Creative District Commission. Henry provides an overview of the Roles and Responsibilities document the Commission approved in August. Mason says that the Commissioners who attended the Backyard Get-together thought that the document good be further clarified in order to provide more direction to the Commissioners.

The Commission discussed if the document should include an expectation that Commissioners will be asked to step down if they do not attend meetings. The Commission considers whether subcommittees meetings should count towards being asked to step down. Henry recommends that the Commission only count full meetings of the Commission, as they are the only meetings formally recognized by Town of Crested Butte guidelines.

Commissioners decide that they should emphasize communication in the document. They also agree to the addition of the following statement, “Commissioners are expected to be present at all meetings. If two Commission meetings are missed without explanation, the board chair may ask to discuss your future involvement with the commission. Commissioners are expected to communicate absences in advance when possible.”

Mason gives an overview of how Commissioners can bring project ideas to the Creative District. She says that any new project idea should be first be brought to the appropriate subcommittee meeting. From there, the Subcommittee can approach the full board about new projects.

Mason asks that all subcommittees write a full report on their activities each month for the Commission meeting packet. Commissioners are expected to read the reports and to limit their questions to information that is not covered in the subcommittee report. Commissioners agree that this is reasonable and will try to keep the discussion from being derailed or re-hashed during full Commission meetings.

Mason says that the Commissioners should give the Chair 60-days notice, in writing if they plan to step down from the chair.

The Commission agrees to the proposed changes for the Roles and Responsibilities document. Henry will update the document for a formal vote in the January meeting. Henry will make a poster of the document to hang at each Commission meeting.

Selection Committee

Mason makes a motion to add an agenda item to discuss the Commissioner seat that Sooner will vacate on January 1. Rothman seconds. All in favor.

The Commission discusses who will be on a selection committee. Mason suggests that in the future that staff advertise the position sooner to ensure that there is not a gap between Commissioner selection and the vacation of a seat.

Events, Education, and Projects (EEP) Subcommittee Report - Rothman

No Commissioners have questions about the Events, Education, and Projects (EEP) Subcommittee.

Update on Public Arts Funding Structure

Rothman says that the EEP subcommittee has decided to use their \$10,000 public art budget as follows:

- \$5,000 – Creative District driven public-art projects, where the Creative District issues the RFP.
- \$5,000 – Small grants for public art project. Community-driven projects.

For the small grants, the money will be exclusively for creatives to make public art. There will no longer be any workshops.

McKay says that she thinks that the Public Art Program is changing the mentality of the community. She thinks that the public art projects are a great way to educate people that creatives should be paid for their work. Tuck says that empowering creatives has also been a central tenant of the Creative District.

Mason asks if evidence of need is still a selection criteria for the grants. Rothman says that this qualification has been removed.

Commission decides to title the grants, "Paid to Create".

The Commission discusses whether the small grants should be capped at \$1,000 or \$1,500. McKay thinks the difference between \$1,000 and \$1,500 is negligible. Horne says that the Commission could always choose to pay less if the Commission decided to have a higher cap. Commission decides to cap the grants at \$1,000.

Mason asks the Commission if the Creative District should do more marketing to individual artists for this grant program. McKay asks if Artists of Crested Butte should be included. Horne says that Artists of Crested Butte is working with their ED, Heather Bischoff, to forge connections with the Creative District. Mason suggests that Bischoff comes to the MC Subcommittee meeting.

Public Art by the Book

Mason makes a motion to allocate \$20 to purchase the Public Art by the Book through the Center for the Arts. Horne seconds. All in favor.

Light Pole

Horne has put together a proposal to paint the light poles in downtown Crested Butte a color other than dark green or black. Horne conceived this project as a way to engage the community in aesthetic decision-making about their environment. Horne wants the support of the Commission to go through a slow, deliberate process to explore whether this idea would be feasible.

Henry says that there is nothing explicitly prohibiting painting the light poles in the Town Guidelines, but that it will be important to work with the Historic District. Rothman says there may be pushback.

Horne will bring the project to the EEP subcommittee for further discussion.

Marketing and Communications Subcommittee

The Commissioners did not have any questions on the subcommittee synopsis.

Give Creatively update

Henry says that 22 local creatives registered for the Give Creatively campaign. They are on the website and a press release has gone out to the local papers.

Henry will share links to FB posts and website with the members that have signed up.

Horne makes a motion to spend \$175 on the Give Creatively campaign. Tuck seconds. All in favor. McKay suggests that the funds be spent on making a banner to hang on the Pitsker field fence. Other Commissioners agree to McKay ordering a banner and being reimbursed by the Creative District.

Creative Corridor Update

Henry says that she participated in a phone call with the other members of the Creative Corridor CTO Marketing Grant on December 5. They have chosen a graphic designer and will soon begin work to create their marketing materials.

Carbondale, who is leading the marketing effort, has requested several content items from Crested Butte. Henry will bring these requests to the MC Subcommittee meeting.

Bullet Points for Town Council

1. The Crested Butte Creative District has successfully expanded from seven to nine Commissioners.
2. The Crested Butte Mountain Heritage Museum has posted the videos from their Creative District grant on their website.
3. The Creative District had 22 local creatives sign up for their “Give Creatively” campaign. They have been marketing the products and experiences these creatives offer to holiday shoppers.

2017 Crested Butte Creative District RUNNING Budget

Updated 12/29/2017

ADMINISTRATIVE				
			\$23.98	Paper Clip - Office Supplies
Training	\$ 2,500.00			
			\$ 142.08	Retreat: Room Rental
			\$ 200.00	Retreat: Lunch from Ryce
			\$ 21.96	Retreat: Treats from Clark's
			\$ 1,068.00	CCI Summit: DoubleTree Reservation
			\$ 609.20	CCI Summit: Registraton
			\$ 268.92	CCI Summit: Mileage
			\$ 735.00	CCI Summit: Food
			\$100	CCI Change Leader Changing - Sooner McKay
PUBLIC ART POLICY				
Infrastructure	\$ 3,500.00			
SUBTOTAL	\$ 6,000.00	\$ -	\$3,169.14	

General Funds Remaining	\$ 2,830.86
Rollover to 2018 Budget	\$3,500
Remaining	\$ (669.14)

MC	BUDGETED	ALLOCATED	EXPENDED	DESCRIPTION
GCBTA Partnership	\$ 5,000.00			
			\$ 1,800.00	Payment to Forest Winants
			\$2,300	GCBTA - Matching Funds for Social Media Buys
			\$1,300	GCBTA - Influencer Funding (including Film Fest Flight)
Video	\$ 2,450.00			
			\$900	Payment to Shaffer Nickel for Video
		\$900		Payment to Shaffer Nickel for Video
Local Ads	\$ 2,250.00			
			\$ 72.75	Crested Butte News Ads - January
			\$ 13.75	Crested Butte News Ads - February
			\$30.45	Crested Butte News Ads - March
			\$ 1,200.00	KBUT
			\$200	Window Stickers
			\$74.20	May CB News
			\$325	Arts Advisor Ad
			\$23.60	June CB News
			\$270.00	Payment to Keitha Kostyk for CD Brochure
			\$682.00	B&B Printers -- Brochure
			\$33.50	August CB News
			\$126.00	VistaPrint Reimbursement - Sooner McKay
Website	\$ 8,400.00			
			\$387.00	Tricia Seeberg Invoice #2017-214
			\$2,386.00	Payment #1 - Socium Digital
			\$1,093.50	Payment #2 - Socium Digital
			\$1,093.50	Payment #3 - Socium Digital
			\$1,093.50	Payment #4- Socium Digital
			\$1,093.50	Payment #5 - Socium Digital
			\$12.82	Monthly payment to Squarespace
			\$20	Squarespace Domain Renewal
			\$26	Monthly payment to Squarespace
			\$26	Monthly payment to Squarespace
Coffee with Creatives	\$ 800.00			
			\$154.48	May Pizza with Creatives - Mickey's Pizza

			\$30	May Pizza with Creatives - Sustainable CB
			\$ 30.00	Rumors (Jan. Coffee with Creatives)
			\$140	Pitas in Paradise
			\$150	August Cupcakes with Creative - Dee Gamache Cupcakes
			\$22	Reimbursement: Mary Tuck - Clark's Market
Partnership Program	\$ 2,100.00			
			\$1,600	Payment to Thin Air Web for Community Calendar Development
			\$1,500	Center for the Arts Installation Match
			\$600	Mallardi Theatre Rental for CB Film Festival
SUBTOTAL	\$ 21,000.00	\$900	\$ 20,809.95	

MC Funds Remaining	\$ (709.95)
Rollover to 2018 Budget Remaining	\$2,450
Remaining	\$ (3,159.95)

EEP	BUDGETED	ALLOCATED	EXPENDED	DESCRIPTION
Spring Small Artist Grant	\$ 5,000.00			
				Spring Small Artist Grants - Funding Remaining to be Awarded
		\$0		

			\$688.10	Canty - 70% Installment
			\$700	Nelson - 70% Installment
			\$295	Canty - 30% Installment
			\$300	Nelson - 30% Installment
Community Grants	\$ 10,000.00			
		\$0		Spring Community Grants - Funding Remaining to be Awarded
			\$1,050	CBMT - 70% Grant Installment
			\$1,750	CBMHM - 70% Grant Installment
			\$1,050	Story Walk - 70% Grant Installment
			\$950	Story Walk - 30% Grant Installment
			\$700	Iron Pour - 70% Grant Installment
			\$300	Iron Pour - 30% Grant Installment
			\$450	CBMT - 30% Grant Installment
			\$750	CBMHM - 30% Grant Installment
		\$0		Fall Community Grants
			\$1,750	Reti - 50% Grant Installment
			\$1,750	Reti - 50% Grant Installment
			\$22	Public Art by the Book (Reimbursement to CFTA)
Youth Education	\$2,000			
			\$1,500	AP Art Studio Mentoring Program
			\$425	Kindergarten Art Program
SUBTOTAL	\$ 17,000.00	\$0	\$ 14,430.43	

EEP Funds Remaining	\$ 2,569.57
Rollover to 2018 Budget Remaining	\$1,500
Remaining	\$ 1,069.57

Unallocated Funds	BUDGETED	ALLOCATED	EXPENDED	DESCRIPTION
CU Evaluation			\$420	Lodging at the Cristiana
SUBTOTAL	\$ 1,000.00	\$0.00	\$ 420.00	

Unallocated Funds Remaining	\$ 580.00
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FISCAL TOTAL	\$	45,000.00	\$	900.00	\$	38,829.52
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DONATION - Old Rock Libr: \$28.15

<i>TOTAL Funds Remaining</i>	\$	5,298.63
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Rollover to 2018 Budget	\$7,450.00
Remaining	-\$2,151.37

Crested Butte Creative District

Commissioner Roles and Responsibilities

REVISED – Revisions highlighted

Please refer to the Creative District Commission Handbook for formal commission guidelines on meetings, attendance, Commission positions, and conflicts of interest. This document is an informal agreement between Commissioners for how they would like to operate as a group.

Commissioner Responsibilities to Each Other

In order to best serve the Creative District Commission and work effectively with their fellow Commissioners, Commissioners will:

- Contribute to the Commission in a meaningful way, according to his or her personal strengths.
- Value the collaboration and cooperation of the group
- Communicate with the Commission openly and honestly
- Trust first, exploring new ideas and assuming that everyone comes to the table with the best intentions for the District
- Work from a solution-oriented mindset, focusing on interests and potential answers rather than on obstacles or differences in opinion

Attendance

From the Commissioner Handbook: Members shall be required to attend a minimum of 70% of the meetings each calendar year. If a member is unable to attend a meeting, he or she should contact the chairperson or staff liaison at least 24 hours in advance of the meeting, when possible. If a member has three unexcused absences in a row, the member shall automatically lose his or her position on the board or commission. For the purposes of this rule, "unexcused absences" shall be all absences other than for illness, family emergency, or participation in other town business.

Meetings

Meeting Types

- Full Commission meetings are for updates, funds allocations, and decisions requiring a vote of the full Commission.
- Subcommittee meetings allow for more detailed discussions on the specific projects and efforts of that subcommittee. Commissioners are welcome to bring new projects and ideas to the relevant subcommittee.
- Informal get-togethers of the Commission (must be publicly noticed) are the best venue for open-ended discussions and brainstorming on new projects

Ground Rules for Commission Meetings

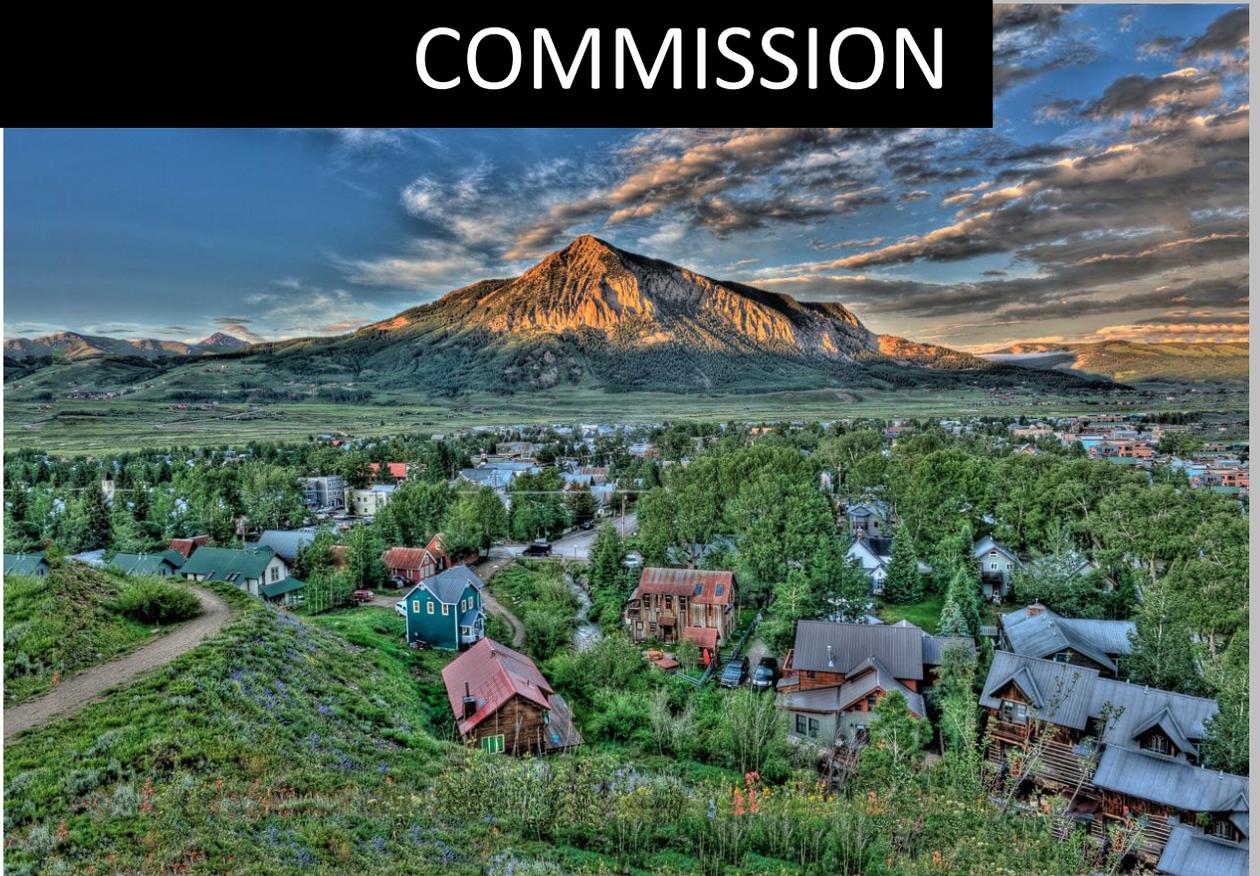
- The chair is in charge of running the meeting. Commissioners should wait to be acknowledged by the chair before speaking.
- Understanding that some agenda items may take longer or shorter than expected, Commissioners should make a best effort to remain on topic and on time. Commissioners should help each other and the Chair keep the meeting on time. Agendas should include times for each agenda item.
- When presenting to the group, Commissioners should strive for brevity and concise statements.
- Commissioners are expected to be prepared and read the packet, including subcommittee reports. Commissioners will try to refrain from asking questions on information that is covered in the packet.

Interacting with the public

- Commissioners should always seek to be a good ambassador of the Creative District Commission, regardless of context.
- Commissioners will inform interested constituents that they are one representative of the Commission and don't have independent decision making authority. Commissioners will respect sensitive decisions in progress.
- Commissioners will be inform the public of their work using accurate Creative District information, talking points, and current goals and priorities.
- Commissioners will encourage public participation.

2016

HANDBOOK FOR THE CRESTED BUTTE CREATIVE DISTRICT COMMISSION



Town of Crested Butte, Colorado

1/1/2016

Photo Credit: R.J. Faulkner, Town Sunset

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PURPOSE

The purpose of this Handbook for the Crested Butte Creative District Commission is to explain the role of the commission in working with and advising the Town Council and to set forth guidelines to assist in carrying out their work.

BOARD MEMBER EXPECTATIONS

Attendance

The effective operation of a board depends upon regular attendance of the members at meetings. Members shall be required to attend a minimum of 70% of the meetings each calendar year. If a member is unable to attend a meeting, he or she should contact the chairperson or staff liaison at least 24 hours in advance of the meeting, when possible. If a member has three unexcused absences in a row, the member shall automatically lose his or her position on the board or commission. For the purposes of this rule, “unexcused absences” shall be all absences other than for illness, family emergency, or participation in other town business. The chairperson shall monitor attendance and forward attendance information to the Staff Liaison when a member fails to meet the attendance requirements stated herein.

The Staff Liaison shall inform the member that his or her membership has been terminated for failure to meet the attendance requirements, and shall begin the process for appointment of a replacement member as set forth herein.

Conflicts of Interest

The objective of Town Council is that the appointed member avoids any conflicts of interest. A member should also carefully consider for himself or herself avoiding even the appearance of impropriety. Since there may be areas where board members are unsure or unaware that a conflict exists, the following guidelines should be considered:

If a board member has acquired confidential information in the course of official duties that information cannot be used to substantially further the member's personal financial interests.

State law provides that a commissioner shall not hold an interest in a business or undertaking that may possibly be directly and substantially economically affected by any official action of the member's board.

A commissioner shall not perform an official act causing an economic detriment to the commissioner's business or personal competitors.

For six months following termination of office, a commissioner should not obtain employment in which a direct advantage, unavailable to others, will be gained in matters with which the board member was directly involved.

A commissioner shall not engage in a substantial financial transaction for private business purposes with a person under the direction of that commissioner's board.

If a member has a personal or private interest in any matter before the board, the member must disclose the interest to the board, must not vote on the matter, and must refrain from attempting to influence the other board members in voting on the matter. However, if that member's participation is necessary to obtain a quorum or to otherwise enable the board to act, the member may vote if, prior to acting, the interested member discloses the nature of his private interest.

If you are unsure of your legal responsibilities on any matter coming before your commission, the commissioner should seek the advice of the Town Attorney's Office as soon as possible before the meeting.

Training for New Board Members

Recognizing that a newly appointed commission member will need a basic foundation of knowledge concerning the subject matter having to do with the particular board or commission, the town will provide informal and/or formal training opportunities for each newly appointed member. The Council liaison, staff liaison, and chairperson of the board or commission shall work cooperatively to establish a training process which will provide to the new member a basic foundation of knowledge concerning the subject matter having to do with the particular board or commission. Where appropriate, in-service training should be provided which may include presentations on the responsibility of the commission and commission members, parliamentary procedure, conflicts of interest, specific board or commission mission, consensus and decision making model, town administration overview, open meetings, and language of local government and commonly used abbreviations and acronyms.

Board Responsibilities

The commission is responsible to investigate and make thoughtful recommendations to the Town Council and staff on issues coming before it. Such recommendations are often most useful if they include alternatives that were considered and an analysis of the pros and cons of the alternatives.

Matters upon which the commission makes recommendations can come from the Town Council, from Town staff, the citizens of Crested Butte, and from the board members themselves. The Town Council does not wish to impose a rigid structure upon the thoughts and ideas of any board or commission, but instead believes that creative and innovative ideas can come from many different sources. Often, however, ideas will originate with the consideration and adoption of goals by the Town Council. The commission will be asked to consider such goals.

The normal channels for communication between the Town Council and the commission are through the Town Council liaison to the board and staff liaison in the affected department. Such persons will report to the Council the deliberations and recommendations of the board. The commission, and their individual members, are always free to communicate directly with the Town Council on any matter concerning their areas of responsibility.

In considering recommendations from the commission, the Town Council will attempt to balance the many diverse interests in the community.

ORGANIZATION OF THE BOARD

Each board shall choose a chairperson and a vice chairperson. Additional offices may be created by the board from time to time as necessary. If a Town staff person is not made available to serve as recording secretary, a board shall also choose a recording secretary.

Chairperson

The chairperson serves as the presiding officer over all meetings. It is the responsibility of the chairperson to conduct meetings, keep the discussion on track, encourage the input of ideas and facilitate the overall decision process. The chairperson should clarify ideas as they are discussed and should repeat motions to ensure that all members fully understand the wording of the item upon which they are voting. It is also the chairperson's responsibility to sign all documents on behalf of the commission, see that all of the decisions of the board are carried out properly, and perform any other duties and functions requested by the board.

The chairperson, working with the staff liaison, is responsible for preparing an agenda for each meeting, and assuring its circulation in advance to all members of the commission and other persons who have requested notification and to ensure public notice of the commission's regular and, if any, special meetings.

Vice Chairperson

The vice chairperson shall perform the duties of the chairperson in the absence of the chairperson. The vice chairperson shall also perform any other duties assigned to his office by the board. The vice chairperson may request the assistance of other members of the board in carrying out the duties of the office.

Recording Secretary

The recording secretary keeps the record of the board, is responsible for the minutes of the meeting, and keeps a record of the proceedings of the board. The secretary also performs any additional duties or functions that the board may assign. A copy of the approved minutes from each meeting shall be deposited with the Town Clerk. Minutes from meetings shall be recorded as soon as possible.

Officers' Terms of Office

The term of office for the chairperson and the vice chairperson shall be 1 year. Each officer shall be eligible for reelection. However, chairpersons are encouraged not to serve for more than 2 consecutive years so that other commissioners may gain experience as a chairperson. Officers shall be elected at the next regular meeting following the month of the year in which the terms of office of the members of the board expire.

Council Liaison

The Town Council liaison assigned to a board or commission shall serve the following roles:

1. Communicate with the commission when Town Council communication is needed and to serve as the primary two-way communications channel between the Town Council and the commission.
2. Participate in filling vacancies, reviewing applications, and interviewing candidates for the commission.
3. Serve as the primary informal Town Council contact.
4. Help resolve questions the commission may have about the role of the Town Council, municipal government, and the commission.
5. Establish formal or informal contact with the chairperson of the commission and effectively communicate the role of the liaison.
6. Provide procedural direction and relay the Town Council's position to the commission, and to communicate to the commission that the liaison's role is not to direct the commission in its activities or work.
7. Serve as Town Council contact rather than an advocate for or ex-officio member of the commission.
8. Vote in the event of a tie on a Commission Decision.

CONDUCT OF MEETINGS

Open Public Meetings

All meetings at which any public business is discussed where a quorum of the board is present are public meetings open to the public at all times. No commission shall conduct any closed meeting without first consulting with the Town Attorney's Office concerning its propriety.

Quorum

The majority of all of the members of a board shall constitute a quorum. In order to conduct business at any meeting, a quorum shall be present. No action shall be taken in the absence of a quorum, except to adjourn and set a future meeting date the meeting to a future date.

Special Meetings

A special meeting may be called by the chairperson or vice chairperson, or upon the written request of three members of the board. Notice should be given to each of the board members by personally serving them, by an email, or by leaving notice at their usual place of residence. Notice of special meetings should be given as much in advance as possible. The notice of a special meeting shall set forth the time, place, date and purpose of the meeting. Attendance at a special meeting constitutes a waiver of the notice of the meeting.

Public Notice

Public notice of all meetings where the board may take any formal action or at which a majority or quorum of the board is expected to attend shall be given. The public notice shall be given no less than twenty-four hours in advance of the meeting and shall be posted at a location designated by the Town Council, including the bulletin board outside the Town Council Chambers, old Town Hall and the Library. The public notice should also be posted on the Town's website. The notice shall contain a specific agenda if possible, and should be in the format specified by the Town Clerk.

Rules of Order

Generally, meetings can be held in any manner that assures an orderly and focused discussion, and facilitates the input of all members of the board. When necessary, in order to effectively conduct business, as determined by a majority vote of those present, Robert's Rules of Order shall be in effect.

Public Hearings

Occasionally, a board will be called upon to conduct a public hearing on a matter coming before it. A public hearing is a process by which official input on a matter coming before a board is received from all those wishing to present testimony. It is a matter of fundamental due process that decisions made as a result of the public hearing are based solely upon the evidence presented at the public hearing, and no prior investigation or discussion should be conducted by any member. If commissioners have acquired information from outside the hearing, they should state during the hearing what the information is and allow public comment.

The chairperson should declare the public hearing open, and after hearing public testimony, declare the hearing closed. Following the public hearing, commissioners should discuss the matter among themselves (still in open meeting), and reach a decision by adopting a motion that sets forth the basis for the decision. Any such decision should be set out in the minutes of the meeting.

Further information regarding the conduct of public hearings is available from the Town Attorney's Office.

APPOINTMENT AND VACANCIES

Unless otherwise provided by state law or by the ordinance establishing the particular commission, the following guidelines will be used in dealing with appointments and vacancies to the commission.

When a vacancy occurs on the commission by removal of a member or resignation, with approval of the interview committee, the Council-appointed alternate shall be recommended to the Town Council for appointment to the position. If there is no alternate, or if the vacancy occurs due to expiration of term of office, the following steps will be taken unless otherwise directed by the Town Council:

1. The chairperson shall notify the Town Manager's Office of the vacancy.
2. Upon notice of the vacancy or not less than 75 days prior to the expiration of a term, whichever is applicable, the Town Manager's Office will notify the Town Council of the vacancy and advertise for the position. Said advertisement shall include, at minimum, publication of a notice in a newspaper of general circulation within the Town. The Town Manager's Office shall establish a closing date for the receipt of applications, which date shall be not less than 30 days from the date of first newspaper advertisement. Applications received after the closing date shall not be considered by the interview committee.
3. The chairperson should announce the vacancy at the first meeting after being notified of the vacancy and urge the members to solicit qualified candidates.
4. Applications shall be in a form determined by the Town Manager, but shall include, without limitation, a question related to the applicant's current service on other Town commissions.
5. Private interviews for the position shall be required for all applicants, including existing commission members seeking reappointment to a new term on the same commission. Interviews shall occur within a reasonable time following the closing date for receipt of applications and shall be scheduled by the staff liaison. Except as otherwise provided by a formal action of the Town Council, the interview committee shall consist of at least the following persons: the Town Council liaison; a Town staff member appointed by the Town Manager; and the chairperson.
6. Immediately following the interviews, the interview committee shall advise the Town Manager's Office of the recommendation. The Town Manager's Office will endeavor to place the matter on the next available Town Council agenda for consideration of appointment. Recommendations shall be presented in writing to the Town Council.

7. The recommendation of the interview committee and the appointment by the Town Council shall be based upon qualification, experience, knowledge, interest, willingness to serve, residency, the need for a diverse cross-section of the community, and other factors deemed relevant by the Town Council. The recommendation of the interview committee shall be considered but shall not be binding upon the Town Council.

8. The Town Manager's Office shall forward a letter of appointment and a Handbook for the Commission to the newly appointed member. Commissioners shall serve for their appointed term as specified in the Town Code. Alternates appointments shall be effective until the expiration of the term of any other member on the commission for which the alternate appointment was made. Alternates shall be available to assume unexpired terms in instances of resignation or removal, but shall not be appointed to serve where a vacancy is created by expiration of a term. However, in such circumstances, alternates are encouraged to apply for the position.

There shall be no term limits for board and commission members unless the term limits for the commission are specifically set forth in state law or in the Town Charter or Code. In addition, commission members may not serve on more than one board and commission at a time, unless:

- (i) the member is the only qualified applicant for the position;
- (ii) the member resigns his or her position on the first board or commission prior to or upon appointment to the second board or commission.

Unless otherwise provided by state law or by the Town Charter or Code, a person shall not be eligible for appointment to a board or commission unless either: (a) such person resides within or has substantial ties within the corporate limits of the Town; or (b) where the Town Council determines that the duties and functions of the commission impact, or are likely to impact, areas beyond the corporate limits, such person resides within or has substantial ties to the affected area. Factors which may be considered in determining whether a person has substantial ties to the Town or an affected area are property ownership, employment, conduct of a business or profession or other factors deemed relevant by the Town Council. Any person who ceases to reside in, or have substantial ties to, the area which was determined to be the basis for appointment may be removed from the board or commission by the Town Council.

Further, unless otherwise provided by state law or by the Town Charter or Code, no appointment of a person to the commission shall have the effect of increasing the number of nonresident members on that the commission to more than 50% of the total membership of the commission.

A person shall not be eligible for appointment to the commission if that person's spouse, parent, sibling, or child (whether related by blood, marriage, or adoption) is a town employee who in his or her capacity as a town employee regularly appears before or

advises the commission. This does not prohibit such person from being eligible for appointment to any other commissions not affected by this eligibility limitation.

EXPENSE REIMBURSEMENT

The town will reimburse any member of the commission who incurs expense for travel, lodging, registration fees and the like where such expenses have been provided for in the budget of the department with which the board is connected. To make sure that an anticipated expense is authorized, all subject expenditures must be cleared in advance through the Town Manager's Office.

LIABILITY

When performing the function for which a member is appointed, such member is an authorized volunteer of the Town of Crested Butte, and is entitled to the protection of the Governmental Immunity Act.

The Act, generally speaking, protects the board member from personal liability for any action within the scope of such appointment, except where the act is willful or wanton. Many homeowners' insurance policies provide some coverage for acts undertaken as a volunteer. Please consult your insurance agent regarding any such coverage. The Town Attorney's Office is available for further discussions regarding liability.

BOARDS AND COMMISSIONS

For specific information regarding the Town's boards and commissions and a description of their membership requirements and duties, please see Town Code Chapter 2. Article 8 Creative District Commission, or contact the Town Planner's Office at (970) 349-5338.

CDC Meeting
EEP Agenda
Jan. 3, 2018

- Any questions on summary of EEP meeting on 12/19/17? (see summary below)
- Public Art Project for June 2018
 - Location- postpone project at end of Elk until summer 2019. Revisit Fairy House project with Trailhead and Land Trust.
 - Decision made that pre- existing art work **is** eligible for PAP grants
- Move forward with 2018 Paid to Create grants: Mural in Town Hall and piano project with CBMF.
 - Decision made that pre -existing art work **is not** eligible for Paid to Create grants
- Professional Development Survey
 - Question: when to send out the survey? Meet with Delaney Keating at Ice Lab on Jan.11 to discuss development- should CD Prof. Dev. workshops be free? We have \$3k in budget. Hand out survey at Beer with Creatives in Feb.
- Mallardi Capital Project- discuss ideas for public art with Harmony when renovation begins.
- Painted light poles- Town is open to discussing it.

Summary of EEP Sub-committee meeting 12/19/17

Present: Rothman, Mason, Horne, Taylor, McKay, Story, Henry

- Public Art Project – Henry reported that Town has agreed to build a platform at end of Elk in July or August 2018. However, there are problems associated with having a performance space at end of Elk: limited space for audience, would require closing off the block, traffic problems and interference with driveways of residences.
 - Taylor suggested a staircase and viewing platform at end of Elk.
 - PAP could be a collaboration with the Trailhead on the Fairy House project
 - Timeline for PAP's: give creatives two months to apply/ submit their proposal and three months to execute project.
 - We **will** accept pre-existing works of art for PAP's.
- Paid to Create grants- move ahead with posting guidelines and application for 2018.
 - Paid to Create grants – pre existing work **not eligible**.
 - Projects do not have to be in the town footprint.
- Professional Development
 - Final edits made on survey.

- Taylor suggests we meet with Delaney Keating and Hilary at Ice Lab on 1/11/18 to discuss survey and development. We have \$3k in budget and could offer Prof. Dev. workshops for free.
 - After surveys are returned CD could hold a networking summit.
- Beer with Creatives
 - Schedule for Feb. Hand out surveys, get feedback on community's Prof. Dev. needs.
 - Invite grant recipients to speak
 - Promote Paid to Create grants
 - Tyler Lucas did not submit final report so band will not perform.
- Mallardi Capital Project
 - How much \$ will CD have for a Public Art Project? Discuss what kind of art work with Harmony at Mt. Theatre when renovation on Mallardi starts.
- Light poles- town is open to discussing painting of light poles. Need to find out when they will next be painted by Town.

Marketing and Communications Subcommittee Notes December 13, 2017

- Creative Corridor - Hilary and Laurel
 - The Committee worked to fill in our signature event and our one day “agenda” to submit to the Creative Corridor.
 - Signature Event: Alpenglow
 - One- Day Agenda:

Activity 1	Take a Self-Guided Walking Tour: Art, History, or Wildflowers
Lunch	Lunch at Montanya Distillers: try high mountain rum and delicious pho, ramen, or other specialties
Activity 2	Take a Class: Art, Dance, Cooking, or More
Dinner	Bonez Tequila Bar and Grill
Activity 3	Attend a Live Performance: Music, Dance, or Film
Overnight Lodging	Elk Mountain Lodge
Breakfast	The Guild Café: Featuring Mountain Oven and First Ascent

- CTO call for News from CDs (see below). Who should CB choose to submit to them for a feature for Summer 2018? It was suggested we reach out to our CD Mail Chimp list to ask for suggestions of new and newsworthy events. M'Lissa volunteered to write and send that eblast. Suggestions are due 12/18. Vote at EEP on 12/19.

Call for news! The Colorado Tourism Office PR team is gearing up to start pitching Colorado summer 2018 news, and will be hosting deskside meetings with New York editors and writers in early January.

Please send news from your organization so we can grow our voice for Creative Districts.

Preferred format is paragraph announcement/ description and website, as below:

Classic Palisade Wine Country Guided Bike Tour: Indulge your appetite for supreme wines and incomparable cycling, and discover the true beauty of Colorado’s Western Slope. Pedal quiet country roads into the heart of

Colorado Wine Country. This area of the Grand Valley is known for Provence-like beautiful farmlands, orchards heavy with peaches, fields of lavender and award-winning Colorado wine. Enjoy private wine tastings, tours and lunch.

Cattle Drive Week at Sylvandale Dude & Guest Ranch: This six-night stay dude ranch adventure, running July 2nd-8th or July 9th-15th, includes a hands-on cattle drive of Sylvandale's all-natural beef herd to the Colorado high country. Guests can choose from a day drive which will return them back to their cozy cabin for the night, or they can opt to drive the herd into the late afternoon and spend the night at Cow Camp where visitors can sleep under the stars after a delectable steak dinner.

Please send to Sarah [Sarah-Jane Johnson media@sjpr.net](mailto:Sarah-Jane.Johnson@sjpr.net) with Colorado Summer 2018 News in the subject line. Deadline for materials is Wednesday December 20.

- Paid to Create audio recordings - Update - M'Lissa
 - See attachment
 - Sound Cloud Link: <https://soundcloud.com/kbut-radio/sets/paid-to-create>. Please take a moment and listen! So great!
 - Hilary, can we put the Soundcloud on the CD website?
 - Lian's show (for the KBUT mural) totally hit on the PAID TO CREATE movement. She was originally asked to paint the mural by KBUT for free. She said she couldn't work for free, so they applied for the grant, and voila!!! It's working ya'!!!
 - M'Lissa is going to look into how often we should/could be recording these shows and if Jackson is willing to air each series more than once.

- Give Creatively Update
 - Was the banner ordered? YES
 - Ads in papers, Facebook Ads, YES
 - KBUT - Melissa recorded an interview with Chad on 12/13. He will send a Soundcloud.
 - Anyone heard any feedback? Not yet.
 - How get feedback/suggestions in Jan? Survey? Phone calls?
 - Survey - Peggy create 4 questions and send out
 - Should we consider collaborating with the Bazaar next year? Yes.
 - Reach out to Valerie J?
 - How about Local First and the Chamber?
 - Reach out to Ashley at Chamber!
 - How do we want to use/rebrand this campaign for Valentine's Day?
 - Start Creative Bucks! Christmas 2018 - ask Hilary about feasibility. And where we can get the funds in our budget.
 - Give Creatively - for Valentine's - hold off until 2019 when we have Creative Bucks

- Update on Schaffer Video - Jeff - **Schaffer will subtitle each video**
 - **How share?**
 - **On CD Website**
 - **On Social Media**
 - **Before Film Festival Films at CFTA**
 - **Allocate more funds in 2018 to Schaffer?**
 - Consensus was the videos are great!

- How can M&C help EEP market rolling grants and educate creatives on their existence?
 - Mail Chimp
 - Website
 - Facebook
 - Press release to A of CB
 - Press release to paper(s)
 - The Shopper
 - KBUT
 - Lisa email Emily to put on EEP agenda

- How can the CD Collaborate with Artists of CB? - Heather?
 - ONE listing for artists?
 - Utilize KBUT?
 - What else?
 - **Table this until next time...**

- AEP 5 Ad Possibilities - who can reach out? Any others?
 - **Contact Mt. CB Town Council and get on the agenda to share the PowerPoint - Melissa and Mary and Lisa**
 - **Send to Phil Chamberlain - send press release and ad**
 - CFTA slide to play before shows
 - CFTA events brochure - DONE
 - Art Festival Brochure - Summer 2018
 - ArtWalk Map
 - School of Dance Slide Show before performances
 - Wine & Food Festival Brochure
 - Play Bill - Mountain Theatre?
 - Music Fest?
 - Mountain High Music Fest? Jan 2018
 - WSCU - art, music, literary, film, etc. departments?
 - Wait until Gunnison is included in the study

- ICE Lab?
 - TA?
 - Community Foundation?
 - CB Magazine
 - Peak Magazine
 - **Melissa email info to: CB Mag, Peak Mag, Arts Fest, CBMT Play Bill**
- Arts Alliance Collaboration Possibilities
 - Commissioner sit on AA? **We should CD request a seat? Yes.**
 - CD approach Arts Alliance regarding feature article in Summer 2018 Magazine?
 - Story of our public art program and a map of our Public Art.
 - Infographic of AEP5 data.
 - HYPE community calendar in AA Mag. Shorter term events are on web. Footer on every page of the magazine with calendar web address. **YES.**
 - Article on community Calendar. **YES. Jeff will write first draft.**
 - Any update on the Community Calendar? - Hilary. Hilary was ill. Table until next meeting.
 - Current tri-fold brochure - update with CBMR. Melissa gave most of the rest of what we have to Patti H. at CBMR.
 - New tri-fold brochures
 - Have Keitha redesign in JANUARY.
 - Include an infographic on AEP5 data.
 - Overlay public art on current map and make a larger fold-out brochure.
 - **Include QR code on map! Lisa takes this role on!!!**
 - Reach out for a partnership with the Museum or OBJ Gallery for a walking tour. During ArtWalk!!!!
 - Date for agenda items to be submitted for Jan. And format.
 - Agenda items for Jan 16th subcommittee meeting are due to Melissa on Wed, Jan 10th.
 - Tag Line: Chang to: Supporting the Local Creative Economy.
 - **Put on Jan 3rd agenda to vote on this.**
 - Change Jan subcommittee meeting to 9-11am. Extra 30 mins.

Paid to Create audio recordings as of Dec. 12th, 2017

Interviews with grant recipients recently completed and aired:

- Lian Canty - KBUT mural – Aired Dec. 9th, 1:01pm, 2:01pm
- Ivy & Nicolas - Art history of CB – Dec. 10th, 1:01pm, 2:01pm
- These will be aired again Dec. 16th & 17th, 1:01pm, 2:01pm

** Each module/interview will be aired 2x for two weekends.*

Older audio recordings:

- Jeremy Rubingh - Light pole
- Josh Legere - Ski bench
- William Tintera - Sign
- Shelley Popke- Heritage Museum
- Kathleen Mary - Theatre Lab

Those who have not yet been recorded/interviewed but on the list:

- Storywalk project - Kate Seeley/Claire/Jenn
- Blair Garth- temporary art installation (this was an RFP not grant)
- Katie Nelson - short animation
- Art mentorship program

Link for recordings located on Soundcloud: <https://soundcloud.com/kbut-radio/sets/paid-to-create>

Copy of email from Ivy & Nicolas:

From: Art History in Crested Butte <history@ohbejoyfulgallery.com>

Date: December 09, 2017 8:47:14 AM

To: M'Lissa Story <terraverde1@mac.com>

Subject: Re: Paid to Create audio recording

M'Lissa,

Wow! This turned out so good! Many thanks to you and Jackson for your all your time and effort! We really appreciate the opportunity to have this interview pique the curiosity of listeners, share our story and hopefully draw them to the exhibitions.

Very best,
Ivy