



MANITOU ARTS, CULTURE, AND HERITAGE BOARD REGULAR MEETING AGENDA

All upcoming MACH meetings are scheduled to be remote, via Zoom. A link
is provided on the City's Official Website at

<https://www.manitouspringsgov.com/544/All-Boards-and-Commissions>

May 22, 2025

5:00 PM

I. CALL TO ORDER and ROLL CALL

II. APPROVAL OF AGENDA

III. APPROVAL OF MINUTES

IV. PUBLIC COMMENTS NOT ON THE AGENDA

(Please limit your comments to 3 minutes)

V. REPORTS - CITY COUNCIL LIAISON & STAFF

1. Rebecca Davis
2. Judith Chandler

VI. BUSINESS

1. Revisit grant feedback, delayed from original plan. Discuss plan to hopefully send feedback notes by the June meeting.
2. One more look back at the last grant process. Any problems or lessons that still need to be identified?
3. Options or ideas for adding new alternative members(s). Ralph received a letter of resignation on Tuesday from Nancy Wilson.
4. Discuss how to implement the calendar of MACH-sponsored events

**VII. DISCUSSION OF TOPICS FOR A FUTURE BOARD MEETING OR
WORKSESSION**

VIII. ADJOURNMENT

Board Members:

Ralph Routon (07/31/2025)
Kinsey Watts (07/31/2025)
Wren Almitra (7/31/2026)
Mark Lee (07/31/2028)
Marcus Medina (07/31/2026)
Neale Minch (07/31/2028)
Peter Sommers (07/31/2028)

Staff and Liaisons:

Judith Chandler, Council Liaison
Rebecca Davis, Finance Director

Alternates:

Jason Wells (7/31/2028)

2 alternate position available

The City of Manitou Springs does not discriminate on the basis of disability in the admission to, access to, or operations of programs, services or activities. Reasonable accommodation will be provided to ensure equal access to all. Individuals who would like to request auxiliary aids or services should contact the ADA Coordinator at (719) 685-5481 or jfryer@manitouspringsco.gov. You may also contact the City Clerk's Office at cityclerk@manitouspringsco.gov or (719) 685-2554. Please provide a minimum of 3-5 days advance notice.

Interested citizens are invited to serve on any of the City's Boards or Commissions. Please contact the City Clerk's Office for more information or visit our website at: www.manitouspringsgov.com.

Grant Awardees that have not sent in w9s – 5-21-2025

Barak Ben-Amota - Farm and Art Camp Artistic Director \$4,850

Karleigh Brown – Māori Garment Stitching ‘Whatu Aho Rua’ – 2 Pair Twining \$750

(Natalie Johnson thinks she is a passthrough)

Leliani Coleman – Manitou Made Market \$ 750

Lissa Murphy – Junp Start Art Mini Manitou \$1,200

Stephanie Jerome – Creating a Ribbon skirt \$750

Stephanie Jerome – Learn to Sew \$750

Checks waiting in Finance to be Picked Up

Audrey Gray – Creekside Mural Project \$6,800

Audrey Grayt – Art on the Avenue \$ 14,960

John Graham – Manitou Springs Indigenous Peoples Day \$6,000

Pass – through Grants

MAC:

Art for Older Adults/Elizabeth Stanbro

Children of Gaia- Night of Remembrance/Sophie Thunberg

Art in Action: 5-Year Showcase & Look Book/Ashley Cornelius

Moonlight Market/K8e Orr

Community Costuming Ceration/K8e Orr

Paint Night/K8e Orr

Manitou Ceramics Initiative/Colin Davis

Manitou Springs EPIC Concerts/Lawrence G Jones

Also, Nicki Noe Manitou Monster Project

Also, Mark Wong “Student Pottery 5th Grade” & “Clayfest”

Smokebrush:

World Dance Festival/AuroTejas Hemsell

Soul Songs & Healing Sound, For Hope, Restoration & Renewal/Judith Piazza

Beethoven on the Breeze/Heidi Alina

GRANT CHECK ISSUANCE PROCEDURE SOP 5-20-2025

In addition to notifying the recipients of their Grant Awards, the MACH Board Admin Assistant will:

- collect the w-9s and
- Create the check request, writing “notify [name of admin assistant] and put in ‘outtake drawer’” in the Delivery instructions box,
- send in the check request to Stamply with the w9 attached to the check request,
- Finance will notify the admin assistant when the check is in the “outtake drawer”, then
- The admin assistant will notify the recipient their check is ready and alert them that they will have to sign a letter with their obligations at the time they pick up the check.
- Finance will still have to have the grant recipient read the letter and keep a signed copy of it, and will inform the admin assistant when the grant recipient has picked up the check & signed the letter.
- The admin assistant will keep track of who has picked up their checks and who still needs to pick them up.

Nancy O. Wilson

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May 21, 2025

Dear Ralph,

Please consider this my resignation as an alternate on the MACH Board effective immediately. I was part of the very first board appointed by city council in 2020 for a four year term. It was my pleasure to participate in the start-up of MACH, devising our policies and procedures and the refinement of them over the past five years. What huge strides we have made! Most recently getting our rating system online as well as all things MACH has been a huge leap and saved many trees in the process!

Please don't ever hesitate on contact me if you or others are in need of some "institutional memory" at any point. If I can remember it I'm happy to help! And while I'm at it, thanks so much for all you do for our community as well

Ralph. You are amazing, a true Manitou Hero!

Sincerely yours,

Nancy O. Wilson