**CITY OF MANITOU SPRINGS**
**MANITOU ARTS, CULTURE, AND HERITAGE BOARD**
Special Meeting Minutes
Meeting via Zoom
March, 27 2025

## I. CALL TO ORDER AND ROLL CALL

Chair Routon called the Manitou Arts, Culture, and Heritage Board (MACH) meeting to order at 5:00 PM.

**BOARD MEMBERS PRESENT FOR ROLL CALL:**

Chair Ralph Routon
Vice Chair Kinsey Watts
Board Member Wren Almitra
Board Member Mark Lee
Board Member Neale Minch
Board Member Peter Sommers

**BOARD MEMBERS ABSENT FOR ROLL CALL:**

Board Member Marcus Medina
Alternate Board Member Jason Wells
Alternate Board Member Nancy Wilson

## II. APPROVAL OF AGENDA

Vice Chair Watts moved to approve the agenda as amended to include the election of new officers. The motion was seconded by Board Member Minch. The motion was carried (6-0).

## III. APPROVAL OF MINUTES

1. February 06, 2025

There was a discussion regarding a minor change to the minutes, in which it was suggested to add yoga classes as a wellness benefit as part of the discussion under item VI 1A, regarding the Gift Bags for the Homeless.

Board Member Minch moved to approve the minutes as amended with the inclusion of yoga classes to the discussion under item VI 1A. The motion was seconded by Board Member Lee. The motion carried (6-0).

2. Attachment to the Feb 6 Minutes

The February 6, 2025 Minutes were addressed under item III 1.

3. February 20, 2025

Board Member Lee moved to approve the minutes as presented. The motion was seconded by Board Member Sommers. The motion was carried (5-0) with one abstention by Board Member Minch, due to the fact that he was not present at the February 20, 2025 meeting.

## IV. PUBLIC COMMENTS NOT ON THE AGENDA

There was no public comment.

## V. REPORTS – CITY COUNCIL LIAISON & STAFF

1. Finance Director Rebecca Davis - Notification emails and grant checks

Finance Director Rebecca Davis and MACH Board Administrative Assistant Amanda Robinson gave an update on the status of the award letters, which are expected to be delivered via email March 30, 2025 at 1:00 PM. Tier one grant check requests still need to be processed. Finance Director Davis confirmed that the requirement letter will be read and signed to acknowledge confirmation of grant conditions before checks are picked up.

2. Judith Chandler

Council Liaison Chandler spoke on behalf of the City Council to congratulate the board on a successful grant cycle.

## VI. BUSINESS

1. Review of 2025 Grant Round, Discuss top Priorities going Forward

The Board discussed the successful outcome of the recommendations.

The Board agreed to address how to handle the Pikes Peak Bulletin application in a future meeting, as well as putting social services and transparency in their guidelines. They also discussed the need to update their eligibility and metrics.

Board Member Minch mentioned a potential revision to category five of the rating template, which they plan to discuss further.

Board Member Sommers suggested clarifying the tier one associated applicants on the board’s website.

Board Members expressed appreciation for the good job done by Board Members Sommers and Lee in handling their first round of applications.

2. Possible Calendar Revision. We might reconsider the plan to have subsequent funding for April 1 to March 31. Delayed process would mean delayed funding for Q2 Projects in 2026. Unintended Consequence?

Chair Routon raised concerns about the potential delay in funding for quarter two projects in 2026 due to the delayed process. He suggested reconsidering the plan to have subsequent funding for April 1, 2026 to March 31, 2026.

The Board agreed that the timeline should remain the same, with ratings in January and February, and the first regular meeting in March.

Board Member Sommers pointed out that all grants require a project completion report before receiving a check for the following year, so as long as the team stays aware of the timeline issue. Financially, events would need to be paid for in the correct funding year.

3. Discuss how to reply to Applicants with specific questions

The Board discussed the process for handling grant applications and inquiries. They reviewed past procedures for handling inquiries and agreed to maintain that process.

In regard to specific questions from applicants about the awards process, the Board clarified applicants would be addressed by the Board as a whole, rather than individual board members. Zoom links are available for any person who would like to see the discussion of the application reviews.

The Board also discussed the need for clear criteria for approving events that have been successful in previous years.

4. Options for adding New Alternate Member(s)

Chair Routon stated that while Alternate Board Member Wells has expressed interest in remaining as an Alternate, Alternate Board Member Wilson most likely will not be renewing her position. He requested that Board Members be attentive to any community members who might be interested in joining MACH.

5. Discuss how to implement Calendar of MACH-sponsored events

The Board discussed the implementation of a calendar for MACH sponsored events, in which Chair Routon suggested a meeting with the city's Public Information Officer (PIO) to determine where the information from applicants or recipients might go.

Board Member Almitra agreed that this has been an ongoing issue and suggested meeting with city staff to resolve it.

Board Member Minch proposed that the MACH calendar could be added to the community events page on the city's website, but also that the PIO should weigh in with her ideas.

Chair Routon agreed to set up a meeting with PIO Cassandra Hessel to discuss the matter further.

6. Electing New Board Officers

There was a brief discussion regarding the retention of current officers: Ralph Routon as Chair, Kinsey Watts as Vice Chair and Wren Almitra as Secretary.

Board Member Minch moved to approve retaining Ralph Routon as Chair, Kinsey Watts as Vice Chair, and Wren Almitra as Secretary for the MACH Board for the next year cycle. The motion was seconded by Board Member Sommers. The motion passed (6-0).

Administrative Assistant Robinson shared her experience working with PIO Hessel, highlighting the challenges of providing a full year's event calendar due to the unpredictable nature of event scheduling.

There was a general discussion about the importance of better awareness and marketing for MACH funded projects, in which Board Member Almitra suggested reframing their approach to advertising events more clearly, and Chair Routon proposed revisiting the communication with grant recipients about the calendar.

## VII. DISCUSSION OF TOPICS FOR A FUTURE BOARD MEETING OR WORK SESSION

Council Liaison Chandler commented that there was some vandalism to the Carnegie Library that was not budgeted for and shared that Council was grateful that the Maintenance Fund was defended to cover the repairs.

## VIII. ADJOURNMENT

Board Member Minch moved to adjourn the meeting. The motion was seconded by Board Member Lee. The motion was carried (6-0).
The meeting adjourned at 7:02 PM.

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