CITY OF MANITOU SPRINGS
MANITOU ARTS, CULTURE, AND HERITAGE BOARD

Regular Meeting Minutes
Meeting via Zoom
May 22, 2025

I. CALL TO ORDER AND ROLL CALL

Chair Routon called the Manitou Arts, Culture and Heritage (MACH) Board meeting to order at 5:01 PM.

BOARD MEMBERS PRESENT FOR ROLL CALL:

Chair Ralph Routon
Board Member Mark Lee
Board Member Marcus Medina
Board Member Neale Minch
Board Member Peter Sommers

BOARD MEMBERS ABSENT FOR ROLL CALL:

Vice Chair Kinsey Watts (Excused)
Board Member Wren Almitra (Excused)
Alternate Board Member Jason Wells

II. APPROVAL OF AGENDA

Board Member Minch moved to approve the agenda. The motion was seconded by Board Member Medina. The motion carried unanimously (5-0).

III. APPROVAL OF MINUTES

There were no minutes to approve.

Finance Director Rebecca Davis explained that the City Clerks Office is trying to ensure that all boards and commissions minutes follow a standard format. It was stated that the minutes were being clarified and formatted.

IV. PUBLIC COMMENTS NOT ON THE AGENDA

Lisette Casey was introduced as an observer.

Chair Routon reported that he attended the Colorado Creative Industries Convention in Grand Junction and that the MACH board's contributions are receiving positive recognition. Pueblo representatives requested a meeting with board members.

There was no public comment.

V. REPORTS – CITY COUNCIL LIAISON & STAFF

1. Rebecca Davis

Director Davis reported that six grant awardees have not turned in W-9's, which is delaying the issuance of checks. She added that there are a few grant checks that still need to be picked up.

Board Member Minch suggested that the board consider a deadline for W-9 submission.

Chair Routon agreed that a deadline needs to be worked into the process. He suggested a deadline of 30 days.

Board Member Minch recommend a deadline of June 20, 2025 for the missing W-9's.

Chair Routon stated he will work with Director Davis to define a deadline and verbiage.

Board Member Lee suggested an acceptance form be built into the online grant platform.

The consensus was for Vice Chair Watts to explore the possibility of an acceptance form on the platform.

Director Davis noted that the awardees that were pass-through grants were not identified as such, which delayed the funding. She asked that in the future, the board ensure the awardees that are pass-throughs, be clearly delineated.

Director Davis added that there was some disconnect in processes. She suggested that MACH Board Administrative Assistant Amanda Robinson send the notices, collect the W-9's and then submit check requests into the City's automated system and then the Finance Department would generate the check. Once the check is ready, a notification would be sent to Assistant Robinson to reach out to awardees with status updates.

2. Judith Chandler

There was no Council Liaison report.

VI. BUSINESS

1. Revisit grant feedback, delayed from original plan. Discuss plan to hopefully send feedback notes by the June meeting.

Chair Routon stated that the plan to send feedback to partial grant awardees and those who were rejected was delayed due to him having COVID. He stated that it can be completed by the next monthly meeting. He noted that a form letter had been drafted and approved for this purpose to provide feedback.

2. <u>One more look back at the last grant proves. Any problems or lessons that still need to be identified?</u>

Chair Routon reiterated the issue of W-9's not being submitted.

Board Member Lee suggested that the board spend a few minutes after each partial funding approval or rejection to capture the reasons for the decision, to provide better feedback to applicants.

Board Member Minch suggested that the eligibility requirements be re-visited. He stated that a proposal be presented at the next meeting, drafted by Board Member Minch and Vice Chair Watts, then presented to City Council.

Chair Routon stated he received an email from Grant Recipient Natalie Pulido regarding her grant given for the mural. The location of the mural, which she received funding for, will be changing. Chair Routon recommended transparency. He suggested there should be a requirement to have business owners provide a letter of support. He asked if the board should have to re-approve this grant, knowing the scope changed dramatically.

Board Member Minch suggested Grant Recipient Pulido re-propose to the board the changes to the scope for approval.

Board Member Sommers expressed concern about the possibility of the awardee to use grant funds received in a way that the board would not approve of.

Director Davis confirmed that Grant Recipient Pulido had picked up her check.

There was a discussion about including the issue of inappropriately spent funds in the guidelines for next year. Chair Routon confirmed it will be on the list of items to address.

Board Member Minch advised that it was noticed that a large number of first time applicants were being rejected and cautioned that the board keep that in mind next time. It was agreed that the matter would be discussed during the June meeting.

3. <u>Options or ideas for adding new alternative member(s). Ralph received a letter of resignation on Tuesday from Nancy Wilson.</u>

Chair Routon stated that Board Member Minch invited Lisette Casey to the meeting due to her interest in serving as an alternate. Chair Routon added that he had spoken to Barb Winter.

Board Member Minch indicated that he would like to see broader representation on the board, particularly younger participants.

4. <u>Discuss how to implement the calendar of MACH-sponsored events</u>

Chair Routon voiced his concern about how difficult implementing the calendar will be to accomplish. He stated he has a meeting with Angela Seals, Head of the Cultural Office of the Pikes Peak Region, who manages the website Peak Radar. He noted that he would speak with her about increasing events in Manitou Springs. He expressed hope that a meeting would provide direction on a potential calendar solution.

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

Chair Routon mentioned getting a progress report from Audrey Grey regarding her help with past applicants. He stated he would request a written report.

Board Member Lee proposed that the letters sent to applicants with reasons for partial funding or rejection be shared with Audrey to provide direction when working with them. Consensus was to share the letters with her.

VIII. ADJOURNMENT

Chair Routon adjourned the meeting at 5:57 PM.

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