



# 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>

August 28, 2025

5:00 PM

## A. CALL TO ORDER and ROLL CALL

Chair Routon called the meeting to order at 5:04 PM

Rebecca Davis  
Judith Chandler  
Kristen Dukoi  
Marcus Medina  
Peter Summers  
Mark Lee  
Neale Minch  
Kinsey Watts  
Jason Wells  
Gerald Korbin  
Gerald Mitchell

## B. APPROVAL OF AGENDA

Item E2: First Review of Guidelines and FAQs to include file New for 2026 as well as the MACH calendar for 2026.

Motion to Approve: Neale motions; Kinsey seconds motion. All in favor.

## C. PUBLIC COMMENTS NOT ON THE AGENDA

*(Please limit your comments to 3 minutes)*

Grant approved for the Bulletin

Hiawatha Gardens have enough of a plan to do an application for next year

## D. REPORTS

### 1. City Staff Report

Nicole Ortega is no longer with the city; Jenny Latus to take minutes

Nothing to report on financials

### 2. City Council Liaison Report

Shout out to everyone pulling double duty; Landslide on Lovers Lane still has closed; Manitou Springs FD Open House; Art Fest labor day weekend

### 3. Board Member Reports on Attended Events

Peter Sommers had a display in the Art center for students, Manitou Comedy festival nice website and social media activity.

## E. BUSINESS

### 1. Board Training on the Colorado Sunshine Law and Colorado Open Records Act (CORA) from the City Clerk's Office

- Kristen Dukoi – Colorado Sunshine Law. Title 24 article 6 401-402
- All meetings with 3 or members are public access
- Meeting – SM, Phone, Email; any kind of gathering convened to discuss public access
- Quorum – minimum numbers of members required (majority)
- Take minutes if there is personal action to be taken
- Executive Sessions: they need to be recorded properly or can be made public record by the courts.
- Be transparent; try not to have private discussions in public
- Emails are CORA requestable
- Daisy Chain: chain letters sent between people
- Use BCC
- Open meeting law
- Sunshine Law to shine a light on public business – be transparent

#### CORA

- Anything written, maintained or kept by the state are public records
- Not included: work products (notes memos drafts) Communication; personal correspondence
- Does not include Criminal records
- City Clerk is custodian & deputy city clerk on her behalf

#### 2. Discussion on First Review of Guidelines and FAQs by Kinsey Watts, Wren Almitra and Ralph Routon

- Funding requirements for MACH 2026. Discussion for proper verbiage.
- Calendar Timing: Change second QTR to the dates April 1 2026 to March 31, 2027. Second by Mark Lee

#### Item 2:

- MACH calendar: Discussion had to add and extend dates
- Project completion reports for Mani Awards and Carnivale needed.

Motion to approve calendar: Approved. second by Mark Lee

#### 3. Pikes Peak Bulletin Presentation Request for September

- No response at this time
- Will present next meeting

#### 4. Consideration of Proposal for Mentorship of 2026 Applicants from Creative Alliance Manitou Springs (CRANE) Executive Director Audrey Gray

- Approve Audrey Gray as Mentor/Trainer All approved.
- Budget of \$1000; billed approx. \$330
- Unable to attend meeting tonight

5. Update on Natalia Pulido Mural Grant Including Communications with the Rockey Family; No need for action just an update

**F. DISCUSSION OF TOPICS FOR A FUTURE BOARD MEETING**

1. Discussion ensued

**G. ADJOURNMENT**

1. Motion to adjourn @ 6:35 PM

**Board Members:**

Ralph Routon (07/31/2029)  
Kinsey Watts (07/31/2029)  
Wren Almitra (7/31/2026)  
Mark Lee (07/31/2028)  
Marcus Medina (07/31/2026)  
Neale Minch (07/31/2028)

**Staff and Liaisons:**

Judith Chandler, Council Liaison  
Rebecca Davis, Finance Director

Peter Sommers (07/31/2028)

**Alternates:**

Jason Wells (7/31/2028)

*2 alternate position available*

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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](http://www.manitouspringsgov.com).