

CITY OF LITTLETON
ARTS AND CULTURE COMMISSION MEETING MINUTES

March 12, 2020

The Littleton Arts and Culture Commission met on Thursday, March 12, 2020, in the conference room at the Littleton Museum, 6028 S. Gallup St., Littleton, CO 80120.

THOSE PRESENT: Erin Acheson
Mike Braaten
Kathleen Eckel
JD McCrumb
Katherine McMurray
Michael Palamara
Greg Reinke

THOSE ABSENT: Monica Foley
~~Michael Hommell~~

ALSO PRESENT: Tim Nimz, Library Director
Karina Elrod, Council Liaison
Fabby Hillyard, DJC & Associates
Kelli Narde, Director of Communications & Marketing
Alaska Williams, Littleton High School Student
Hannah Howell, Littleton High School Student
Kristi Moran, Recording Secretary

1. CALL TO ORDER

The meeting was called to order at 6:34 p.m.

2. ELECTION OF OFFICERS

Ms. Elrod spoke about what it means to chair a board or commission. The Chair is the primary point of contact to simplify communication, disseminate information and plan the agenda. The Chair may be asked to represent the board; however the Chair of the Littleton Arts and Culture Commission will not have more authority than the other members.

Mr. Nimz opened nominations for the position of Chair of the Littleton Arts and Culture Commission.

Mr. JD McCrumb motioned that Mr. Mike Braaten be nominated for Chair. Mr. Greg Reinke seconded the motion. [Mr. Braaten was elected unanimously.](#)

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Mr. Braaten asked for nominations for the position of Vice Chair.

Ms. Katherine McMurray nominated Ms. Kathleen Eckel and Mr. Greg Reinke seconded the motion. [Ms. Eckel was elected unanimously.](#)

3. APPROVAL OF MINUTES

Mr. Braaten asked to postpone the approval of minutes until April as not everyone had a chance to review them.

4. UNSCHEDULED PUBLIC APPEARANCES

Ms. Alaska Williams and Ms. Hannah Howell are Littleton High School students and attended the meeting as a civics class project.

5. OLD BUSINESS

There was no old business to discuss.

6. NEW BUSINESS

- A. Mr. Nimz spoke about the importance of making sure that the proposed bylaws match the goals and mission of the Littleton Arts and Culture Commission. The commission was reminded that the bylaws should be reviewed over the next month.
- B. Ms. Kelli Narde, Director of Communications & Marketing, gave a presentation on marketing and branding. The Communications Department does all the City of Littleton's special events and handles all the communication for the City. Ms. Narde said her department includes the print shop, a webmaster, a marketing and events manager, full time media producer and videographer as well as a digital media strategist.

The City of Littleton engagement tools include The Littleton Report, [Littleton.gov.org](#), ~~[The Littleton Independent](#)~~ and [Littleton-Rocks.com](#), which is a website that carries information about events that happen in Littleton. Other information is dispersed through a subscriber service called eConnect, as well as Facebook, Nextdoor, Twitter, YouTube, Channel 8 and Instagram. Another source for information is OpenGov which is a vendor that the City of Littleton has branded as Open Littleton. The City posts questions and people respond in a variety of ways. This resource provides different types of useful data.

The Communications Department also advertises events with a banner that hangs over main street as well as banners for 27 streetlight poles.

Print and Design Graphics outsource the more complicated jobs, but most of the projects are done in-house.

- C. Ms. Fabby Hillyard, DJC & Associates, spoke about cultural mapping being a cultural asset. She asked the commission to think about what information they are seeking. When mapping activities, look at how things are clustered. How do people get to the activities or events? What does it look like from a physical point of view? After an analysis of the information, the clusters can be connected to provide help with planning.

Ms. Hillyard handed out a list of categories and asked the commission to think about the categories on the list. —Ms. Hillyard’s opinion is that the more diverse that the commission is in explaining and showcasing what goes on in Littleton the better. The list should form a backbone for describing the type of places that exist in Littleton.

Ms. Elrod said that the commission could use this information as a way of making policies. This way of thinking brings ideas and facts to begin to encourage more of what the commission wants to do and discourage what does not fit.

Ms. Elrod asked to go through the list for clarification. What does visual arts entail? Ms. Hillyard responded by saying galleries would fall into that category. Ms. Elrod brought up a policy that defines martial arts as performing arts. She went on to say that new words such as makers and artisans surround crafts. Ms. Hillyard said that the commission could be more specific when defining the categories. For instance, gift shops might carry homemade items and that could mean handcrafted. Ms. Elrod acknowledged that how an item is produced or how it is made is important.

Ms. Eckel wanted to distinguish between visual art and public art as there seems to be an overlap between the two. Ms. Hillyard responded that public art is art in public places vs. art in a gallery.

Ms. Elrod asked for clarification regarding events vs. local performances. Ms. Hillyard explained that local performances are things that happen regularly, and events happen occasionally.

Mr. Braaten asked the commission to evaluate the list, develop what each member thinks fits and then submit it for review.

Ms. Hillyard reminded the commission that this will be a complicated process.

Mr. Nimz will send out an excel spreadsheet to be filled out and returned to him.

Ms. Elrod informed the commission that the appointments to the Boards and Commissions were made last week. She attended an Arts and Hospitality forum and noted that of interest was Arts and Industry. The forum is a learning opportunity.

March is Youth Art Month. Littleton High School has an exhibit at the Depot Art Gallery and Heritage High School has an exhibit at the Curtis Center for the Arts. Aspen Grove is doing a kid's banner art project.

City Council is hosting Littleton Studio at the Elks Lodge on March 23, 2020 at 6:00 p.m. This is part of the Envision process and will be a hands-on project for designing your city and what will it look like. This is will help us form our zoning, our land use, parking, open space, and setbacks.

8. DIRECTOR'S REPORT

Mr. Nimz said that there has been a community discussion about Coronavirus and

9. APRIL 9 MEETING

The meeting ended with Mr. Braaten telling the commission that approval of the bylaws, presentation of Art in Public Spaces with John Grant and cultural mapping will be on the April agenda.

The meeting ended at 8:15 p.m.

Kristi Moran
Recording Secretary

~~7. MARCH 12 MEETING~~

