



**Albuquerque Urban Enhancement Program  
Cultural Services Department**

**URBAN ENHANCEMENT TRUST FUND COMMITTEE MEETING MINUTES**

**January 17, 2020, Noon - 1:30 p.m.**  
DMD Conference RM, Rm 7096 Conference Room  
Albuquerque, NM 87103

**Members Present**

Ashley Richards, Dist. 1  
Meaghan Cavanaugh, Dist. 5 (via telephone)  
Stanley Allen, Dist. 6  
Carole Sullivan, Dist. 8  
Andrew Lipman, Dist. 9  
Gabrielle Marie Uballez, Member-at-large  
Nancy Zastudil, Member-at-large  
Julia Youngs, Dist. 2

Vacant, Dist. 4

**Staff Present**

Sherri Brueggemann, Division Manager  
Matt Carter, Project Coordinator/outgoing UETF  
Program Manager  
Isabelle Zamora, incoming UETF Program  
Manager  
Karen Mazur, Project Coordinator  
Madrone Matishak, Intern

**Members Absent**

Jo C. Martin, Dist. 7  
Waylon Chavez, Dist. 3

**I. Meeting Called to Order:** S. Brueggemann the meeting to order at 12:15 p.m.

**II. Approval of the Agenda:** Having no Committee Chairperson, S. Brueggemann reviewed the meeting agenda and, without any changes, the Committee proceeded with the agenda as presented.

**III. Approval of January 17, 2020 Meeting Minutes:** A. Lipman moved to approve the minutes; C. Sullivan seconded and all approved.

**IV. Funding Program/Discussion/Reviews/Approval**

**A. Additional Funding for 2022-23 Cycle:** S. Brueggemann reported that the staff fund management team has suggested an additional \$50,000.00 could be added to the awards due to the positive interest from the UETF investment account.

**B. Funding Presentation:** S. Brueggemann presented bar charts and investment documentation from Chris Daniels, the City's Chief Investment Officer.

**C. Suggested Funding for 2022-23 Cycle:** S. Brueggemann suggested adding the additional \$50,000.00 to the past cycle's \$350,000.00 for a suggested FY 2022-23 cycle total of \$400,000.00.

**D. Board's Recommendation for Future Funding:** S. Brueggemann explained that the past cycle had a cap on the individual grants of \$12,000.00. However, it was up to the Board to determine the cap for the 2022-23 cycle. S. Brueggemann requested for the adoption of the funding. C. Sullivan moved to approve; A. Richards seconded and all approved.

**V. Public Comment:** no public comment

**VI. Election of Chair and Vice Chair:** S. Brueggemann asked for nominations of Chair and Vice-Chair; M. Carter described the roles. G. Uballez stated interest in Chair; S. Allen stated interest in Vice-Chair. C. Sullivan nominates G. Uballez Chair and S. Allen for Vice-Chair; A Richards seconded and all approved. As Newly Elected Chair, G. Uballez signed January 17, 2020 Minutes.

**VII. Meeting Dates for 2020 Application Review:**

**A. Suggested Meeting Dates:** S. Brueggemann presented calendar of suggested meeting dates and timeline for applications. M. Carter clarified the process and timing = giving the organizations time to write; and for the Board and City staff to review. He expressed how important it is for Board to attend monthly meetings. S. Brueggemann opened up the discussion of dates.

**B. On Line Workshops:** J. Young suggests online workshops/meetings/applications with Google Hangouts or other forms of on-line applications.

**C. Calendar Approved Dates:** S. Allen suggests approval/adoption of dates. G. Uballez suggest calendar on Outlook. C. Sullivan moves for the adoption of the dates; J. Young and A. Richards seconded and all approved

**VIII. Adjournment:** G. Uballez moves to adjourn; J. Youngs seconds and all approved at 12:44 p.m.

Respectfully Submitted:  
Sherri Brueggemann, Public Art, Urban Enhancement Division Manager

Approved: \_\_\_\_\_  
*Gabrielle Marie Uballez*  
Chair

4/28/2020  
\_\_\_\_\_  
Date