



**Albuquerque Urban Enhancement Program
Cultural Services Department**

**URBAN ENHANCEMENT TRUST FUND COMMITTEE MEETING MINUTES
October 2, 2020, Noon – 3:00 p.m.**

Via Zoom Meeting <https://cabq.zoom.us/j/4236341396>

This meeting was recorded.

Members Present

Gabrielle Marie Uballez, Member at Large,
Chair
Stanley Allen, Dist. 6, Vice Chair
Ashley Richards, Dist. 1
Julia Youngs, Dist. 2
Carole Sullivan, Dist. 8
Andrew Lipman, Dist. 9
Nancy Zastudil, Member-at-large

Vacant, Dist. 4
Vacant, Dist. 7

Staff Present

Sherri Brueggemann, Division Manager
Matthew Carter, Project Planner, Public
Art/VMRC
Isabelle Zamora, incoming UETF Program
Manager
Madrone Matishak, Intern

Members Absent

Waylon Chavez, Dist. 3
Meaghan Cavanaugh, Dist. 5

Guests Present

Helen Maestas, Boards and Commissions Staff
Madalena Salazar

I. Meeting Called to Order: G. Uballez called the meeting to order on Zoom at 12:01 p.m.

II. Approval of the Agenda with Amendment: S. Brueggemann mentioned the presence of Helen Maestas who attended the meeting to review the appointment process for the City's Boards and Commissions, and suggested moving that agenda item (V.C.) to after Public Comment. A. Lipman moved to approve the agenda as amended; S. Allen seconded and all approved.

III. Approval of August 21st, 2020 Meeting Minutes: J. Youngs move to approve the minutes with no changes; C. Sullivan seconded and all approved.

IV. Public Comment: Madalena Salazar introduced herself to the committee and stated she was present to listen in and view the process.

V. C. Boards and Committees: After introductions, Helen Maestas, Deputy Director of Constituent Services, Boards and Commissions presented the recent changes to the City website that will make applying and appointing new Board and Committee members easier. H. Maestas described the appointment process, which includes a background check of all appointees. Any current member who has served on two-year term will be required to reapply in order to serve a second term. H. Maestas answered questions from the committee and provided more information such as; if a board member's term has

expired, they may continue to serve until the position has been filled by a new appointee, or they may resign. Several positions are open on the UETF committee, and she directed them to the city website to view all openings, and gave clarification on the absence policy in place as a way to address the continued absence of committee member Waylon Chavez. The committee discussed Councilor Pena's 20-83 resolution and agreed to adopt a resolution that pertains specifically to the appointment of members into the UETF Committee. (S. Brueggemann lost connection to the meeting.)

V. Reviews/Discussion/Action:

A. Timeline and Process for 2022-2023 UETF Grant Cycle: G. Uballez introduced the draft of the UETF FY22-23 application as compiled and recommended by the subcommittee. Review and discussion took place with all committee members and included; language that is more broad and is currently being used in the City's Diversity, Equity, and Inclusion Division. J. Youngs discussed changes to the language that more openly invites all organizations to apply, as long the project they are applied for is arts and culture related, given the fact that UETF is established to fund projects, not organizations. G. Uballez elaborated saying that one way of increasing diversity is to give money to white led organizations to do more inclusive programming, but another is to give funds to more diverse organizations who want to reach out to the community and do more work, but aren't necessarily arts organizations. The ordinance does not say that is needs to be an arts organization, so one way for UETF to meet their diversity goal is to encourage non-arts organizations to apply. Discussion moved to the funding range outlined in the application, and the proposed floor of \$5,000 and ceiling of \$15,000. Some committee members questioned the role of the floor, and how that would help with the committee's equity promise. G. Uballez explained that smaller organizations may not know how granting systems typically work and that it is likely, especially in the case of UETF, that they will not receive all they ask for, while well-established organizations know how the system works and ask for more than they need, knowing they will receive less than they requested. There was a consensus to keep the proposed floor and ceiling, and to mention the multiplier that is used later, as a way to encourage small organizations to ask for more and possibly expand their projects.

(A. Richards and C. Sullivan left the meeting at 1pm, ending the quorum)

Review continued with the questions that will be asked of the applicants, and included how the different sections may be weighted in the scoring. Discussion occurred around the ALAANA acronym that is used in arts organizations that are run by and for and about African, Latinx, Asian, Arab, and Native American artists and communities. Committee members expressed concerns over these acronyms, and questioned if they should be included in the application's language. A. Lipman proposed changing the DEIA Section language to "describe how your organization is diverse, equitable, and inclusive of people of color. Also indicate if you are a culturally specific organization or an organization led by and serving communities of color, or if your organization is Latin, Asian, or Native American." G. Uballez explained that the committee can ask for demographic information as long as there is an option to decline to answer. She shared a cultural equity RFP for vendors who serve the homeless population in Albuquerque and their statement. S. Allen suggested using the language in the RFP in the new application draft.

Discussion continued to the geography section which asks the applicant for their zip code or city district. G. Uballez explained that the reason this question came up is because a reason the City gave for their recovery grant recommendations was the fact that the City wanted to fund as many organizations as possible and have a broad representation of districts, even though there was no place in the application that asked for that information. If the committee is going to make that part of the rubric, then we should explicitly ask that. J. Youngs pointed out that organizations may be doing online programming, and that requesting this data may be cumbersome. N. Zastudil commented that there needs to be absolute transparency in what information is being gathered and why. G. Uballez proposed to delete the section on geography, but requested that it be on the record that if the committee is not asking that question, we cannot make it part of the criteria to judge.

B. Updating the UETF Ordinance: G. Uballez proposed moving this discussion to the next meeting and acknowledged that A. Lipman has already volunteered for the subcommittee. N. Zastudil and J. Youngs also volunteered.

C. Board and Committee Appointments: moved to after public comment.

D. CABQ Staff report/update about UETF Emergency Relief Funds: I. Zamora stated two contracts have **not** submitted the requirements Quintessence Choral Artists and Ensemble Music NM.

VI. New Business: A. Lipman made a motion to develop a resolution regarding vancancies on the UETF committee that is intended to go out to city councilors and includes the intention to expand the diversity of the committee. G. Uballez thanked him for his proactiveness and asked if he is offering to write the resolution, to which A. Lipman agrees to write a draft. There was no quorum so action could not be taken upon the motion.

VII. Next Regular Meeting – October 16th, 2020

VII. Adjournment: S. Allen moved to adjourn; A. Lipman seconded with all remaining on the meeting agreed and the meeting was adjourned at 2:03 p.m.

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

Approved: DocuSigned by:
Gabrielle Marie Uballez
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Chair

10/20/2020 | 11:39 AM MDT
Date