



**Albuquerque Urban Enhancement Program  
Cultural Services Department**

**URBAN ENHANCEMENT TRUST FUND COMMITTEE MEETING MINUTES  
June 26, 2020, 1:00 – 2:00 p.m.**

Via Zoom Meeting <https://cabq.zoom.us/j/91755633451>

This meeting was recorded.

**Members Present**

Meaghan Cavanaugh, Dist. 5  
Stanley Allen, Dist. 6, Vice Chair (Via Phone)  
Carole Sullivan, Dist. 8  
Andrew Lipman, Dist. 9  
Gabrielle Marie Uballez, Chair  
Nancy Zastudil, Member-at-large  
Julia Youngs, Dist. 2

**Members Absent**

Ashley Richards, Dist. 1  
Waylon Chavez, Dist. 3

Vacant, Dist. 4

Vacant, Dist. 7

**Staff Present**

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

**I. Meeting Called to Order:** G. Uballez called the meeting to order at 1:06 p.m.

**II. Approval of the Agenda:** C. Sullivan moved to approve the meeting agenda, without any changes; A. Lipman seconded and all approved.

**III. Approval of April 24<sup>th</sup>, 2020 Meeting Minutes:** G. Uballez requested that the minutes reflect what was understood in the April 24<sup>th</sup> meeting and replace, "To fund as many organizations as possible" with "Allocate all the funds at this time." A Lipman moved the change; C. Sullivan seconded and all approved.

**IV. Public Comment:** No email public comment received through June 25, 2020.

**V. Reviews/Discussion/Action:**

A. CABQ Staff report re: update about UETF Emergency Relief Funds: I. Zamora reported 43 agreements have been executed 4 - in process and 20- still waiting. With 14 requisitions in process and 29 completed (of those 15 POs had been dispatched)  
B. Subcommittee report: UETF Relief Funds process, lessons learned: The Subcommittee had questions about an Amendment to City Ordinance, specifically- A) " in accordance with the Cultural Plan for Albuquerque." - B) " Council has final authority to make changes to the Urban Enhancement Trust Fund Two-Year Cycle as proposed by the Citizens' Committee." C) "The Citizens' Committee shall establish

such guidelines as are necessary to carry out the purpose of the ordinance. The guidelines shall include but not be limited to goals for selection of projects and procedures for selection. The guidelines shall be promulgated by the Mayor. The Committee had questions of the role of City Council over the committee and what were the procedure and qualifications needed for an Amendment. G. Uballez suggested actualizing a subcommittee to work on an Amendment prior to the next application process.

C. UETF meeting the moment: Diversity, Equity, Inclusion, Accessibility: G. Uballez wants to be clear what Diversity, Equity, Inclusion, Accessibility means and how it should reflect in the grant process.

D. UETF contracts of the past, what can we learn from them: G. Uballez would like the call for proposals more accessible and slow down the process.

E. Timeline and process for 2021-2022 UETF grant cycle:

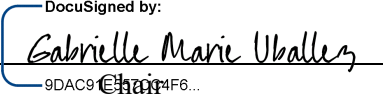
S Brueggemann -How does UETF meet the moment? If Ordinance needs to be changed now is time to begin. Advocacy work needs to be done prior to putting it before Council. Begin by enabling legislation advising on policy. The committee should work getting the ordinance and funding simultaneously to City Council. They should shoot for April 1<sup>st</sup> and need to work back from there with a deadline for application being mid-November to early December.

**VI. New Business:** S. Brueggemann stated that the Public Art staff had been attending Americans for the Arts Annual Convention via Zoom and would share links to member of the Board for those that were interested.

**VI. Adjournment:** C. Sullivan moves to adjourn; N. Zastudil, seconds and all approved at 2:18 p.m.

Respectfully Submitted:

Sherri Brueggemann, Public Art Urban Enhancement Division Manager

Approved:    
 DocuSigned by: Gabrielle Marie Uballez

8/24/2020 | 5:30 PM MDT

Date