



**Albuquerque Urban Enhancement Program  
Cultural Services Department**

**URBAN ENHANCEMENT TRUST FUND COMMITTEE MEETING MINUTES  
October 16, 2020, Noon – 2:00 p.m.**

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

*This meeting was recorded and will be retained until these minutes are approved.*

**Members Present**

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

Vacant, Dist. 4  
Vacant, Dist. 7  
Vacant, Dist. 8

**Staff Present**

Sherri Brueggemann, Division Manager  
Isabelle Zamora, UETF Program Manager  
Madrone Matishak, Senior Admin Assistant

**Members Absent**

Ashley Richards, Dist. 1  
Waylon Chavez, Dist. 3  
Meaghan Cavanaugh, Dist. 5

**I. Meeting Called to Order:** G. Uballez called the meeting to order on Zoom at 12:04 p.m.

**II. Approval of October 16, 2020 Agenda with Amendment:** S. Brueggemann suggested the removal of C. Sullivan's name on the agenda since she had resigned. A. Lipman noted that he had suggested creating a draft resolution with recommendations for filling vacant district positions on the Board. G. Uballez stated that A. Lipman's contribution could be introduced under New Business. A. Lipman moved to approve the agenda as amended; S. Allen seconded and all approved.

**III. Approval of October 2, 2020 Meeting Minutes:** S. Allen moved to approve the minutes with no changes; A. Lipman seconded and all approved.

**IV. Public Comment:** No public comment.

**V. Announcements/Ongoing Project Updates:**

**CARE's Reimbursement** - S. Brueggemann reported that the first round of recovery is eligible for CARE's reimbursement. Therefore, those funds will be

returned to the UETF coffers. Only funds expended by December 30, 2020 will be reimbursed so the goal is to have as many organizations as possible be able to submit their first, and if applicable, second invoices. She stated many of the contractors have already submitted their first invoice which pays 80% of their total award and we are working on getting all contractors to invoice for the remaining funds. This will give us the opportunity to use the original UETF Recovery set-aside money toward a second relief opportunity. N. Zastudil asked, would this be in added to the regular cycle? S. Brueggemann stated that the administration has been imagining another short cycle that acts as a bridge between now and when the regular cycle funding begins. G. Uballez congratulated the City's ability in getting the money reimbursed and wanted to know how we could work toward getting the full \$304k back. Additionally, if there could be fast project planning before December 30<sup>th</sup> would there be a possibility of getting additional funds covered under CARE's reimbursement? S. Brueggemann stated she would need to check with the person managing the CARE's fund. G. Uballez suggested another recovery fund could be used to pay the organizations for their planning. S. Allen suggested that the UETF staff come in with a plan within the next few weeks.

**Timeline and process for 2022-2023 UETF grant cycle** - report from subcommittee: G. Uballez asks if there are opinions for the timeline on the regular cycle. A. Lipman suggested moving out the deadline, so it would be possible for organizations to have a satisfactory project plan. Staff had planned it would be rolled out in early to middle of November allowing the organizations to apply through the end of the year. J. Youngs suggested having an extended application period through January 31<sup>st</sup>, 2021. She stated the board would need to move quicker but that is okay, the organizations would still get their money on July 1<sup>st</sup> 2021. G. Uballez expressed concerns with possible confusion of opening the regular cycle as well as a second recovery at the same time. She suggested opening the second recovery first and then the regular with a long application period. A. Lipman expressed concerns with planning things to do next summer, given the state of Covid. He believes the idea for grant money for planning is great. However, he questioned how art organizations can apply for a project in the summer that they are not sure they can achieve, G. Uballez pointed out that the regular cycle that begins July 1<sup>st</sup> 2021 is a two-year cycle so the organizations would have until June 30, 2023 to complete their proposed plan. A. Lipman suggested moving the entire process further out in time so organizations will have more information in February or March. S. Allen moved to go public with application on November 16<sup>th</sup> 2020, with deadline of February 16<sup>th</sup> 2021. S. Allen suggested that this plan will give organizations three months of preparation. N. Zastudil stated, the sooner we can get money into the organization's hands the better and suggests adding a question about including a Covid-contingency plan. G. Uballez stated the city has been flexible about when things change, and the project scopes can be changed. S. Brueggemann stated, the board could consider allowing organizations to apply for a short "planning" recovery grant which would be a funding mechanism to build audiences, to think about virtual planning, and wouldn't rely on any in-person events. G. Uballez suggested going live with the UETF 2022-23 regular cycle from December 1<sup>st</sup> 2020 through February 16<sup>th</sup> 2021. S. Allen amended his original statement for the application of

