



**Albuquerque Urban Enhancement Program
Cultural Services Department**

**URBAN ENHANCEMENT TRUST FUND COMMITTEE SPECIAL MEETING MINUTES
November 6, 2020, 11:30 – 1:00 p.m.**

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

This meeting was recorded and will be saved 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

Dr. Shelle Sanchez, Director of Cultural Services
Sherri Brueggemann, Division Manager
Isabelle Zamora, incoming UETF Program Manager
Madrone Matishak, Intern
Matt Carter, Project Manager
Karen Mazur, Assoc. Project Coord.

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 11:40 a.m.

II. Approval of Agenda: A. Lipman moved to approve as written; N. Zastudil seconded, and all approved.

III. Second Attempt to Welcome New UETF Committee Member, Mr. George Heckler, District 8: The Board received an email from G. Heckler advising them that he was resigning due to difficulties participating in the meetings. G. Uballez and S. Brueggemann stated they would work with him to try and address his concern.

IV. Second Attempt for UETF Committee Introductions: The Board did not introduce themselves due to the resignation email.

V. Approval of the October 16, 2020 & October 23, 2020 Minutes: A. Lipman moved to approve as written, S. Allen seconded, and all approved.

V. Announcements/Ongoing Project Updates:

- A. **S. Allen - Application Rubric/Scoring** – S. Allen presented his scoring rubric. J. Youngs moves to approve the addition of the rubric scoring to the application, A. Lipman seconded, and all approved.
- B. **G. Uballez Application Draft for Project Planning Funds/Grants** – G. Uballez invited S. Brueggemann to report on CARES money and the reimbursement the trust fund will receive. S. Brueggemann reported an extra 100k of CARES had been approved for the Urban Enhancement Trust Fund. However, it will only be available to organizations that are already vendors with the city. Additional vendors would take too long to get them set up and paid in full before the December 31, 2020 deadline. S. Sanchez reiterates, there is no reason we wouldn't be able to get all the money distributed by the end of the year if the organizations are vendored with the city. G. Uballez inquired about the narrowing of vendors. S. Sanchez explained the list is bigger than just the UETF vendors, every time an organization works with the city they are vendored, so the pool is bigger than we think.
- Adjusting for Application** - The Board adjusted the application, with the insertion of "vendor eligibility" after the opening paragraphs. S. Sanchez explained once we have committed the money, we just need to ensure that the services are completed by December 31, 2020. All we need is their plan by the 31st, and the organization can invoice any time after that. This also applies to the June cycle organizations, which greatly increases the possibility of getting all the money reimbursed. S. Brueggemann suggested letting the staff set a schedule for the dates. G. Uballez asked if the budget proposal is needed in this application and after discussion, the budget table was deleted.
- A. Lipman moved to accept the application as presented with details regarding total funding amount and the dates filled by staff, S. Allen seconded. G. Uballez suggested they add the funding amount to the application and expressed the importance of being transparent about the amount being distributed. S. Brueggemann suggests taking the 100k and adding on what will not be reimbursed from the June recovery cycle (estimated to be around 40-60k after all available invoices are received). That would bring us to a projected funding budget of 140-160k. A. Lipman amended his motion to reflect the funding allocation to be in that range. S. Allen seconded, and all approved.
- C. **A. Lipman Action on UETF Board Council Resolutions on Vacancies with Individuals from Minority Groups** – In an effort to encourage councilors to fill the vacancies on the Board A. Lipman read his draft of the resolution. N. Zastudil suggested making it an open letter instead of a resolution, and read it at a council meeting. A. Lipman volunteered to present the letter if the Chair or Vice Chair are not available. G. Uballez offered to attend the meeting and bring forward the resolution. Concerns with current appointments were discussed and districts were added to the resolution.

VII. New Business – Special Meeting was set for Friday, November 20th at 11:30 am.

