



**Albuquerque Urban Enhancement Program
Cultural Services Department**

**URBAN ENHANCEMENT TRUST FUND COMMITTEE MEETING MINUTES
August 21, 2020, 1:00 – 2:30 p.m.**

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

This meeting was recorded.

Members Present

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

Vacant, Dist. 4

Vacant, Dist. 7

Staff Present

Sherri Brueggemann, Division Manager
Isabelle Zamora, incoming UETF Program
Manager
Madrone Matishak, Intern
Dr. Shelle Sanchez, Director Cultural Services

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 1:06 p.m.

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

III. Approval of June 26th, 2020 Meeting Minutes: S. Allen offered a correction, stating that he was present via phone and was listed as absent. He asked that the minutes be corrected to reflect his presence. C. Sullivan moved approval as amended; A. Lipman Seconded and all approved.

IV. Public Comment: No public comments or requests to attend the meeting were received on the uetf@cabq.gov email through August 21, 2020. G. Uballez inquired about the public comment process. S. Brueggemann stated that public comment and attendance directions are posted on the UETF minutes and agenda website (<https://www.cabq.gov/urban-enhancement-trust-fund/urban-enhancement-trust-fund-agendas-and-minutes>) If a member of the public wants a link for zoom meeting or to submit a comment, they just need to send an email request to uetf@cabq.gov . It is not uncommon for there to be no public comment or guests at UETF meetings.

V. Reviews/Discussion/Action:

A. CABQ Staff report/update about UETF Emergency Relief Funds: I. Zamora stated five contracts have **not** been completed, largely because information is not being sent into the division by the organizations. Most have had their first checks, and a few are looking into their second, which means that the

organization has completed their projects. The five organizations that have not submitted the requirements are Quintessence Choral Artists, Aux Dog Theatre, Worldcraft Circle of Native Writers, Opera Southwest, and Ensemble Music NM. Two additional organizations just need to complete their Wufoo's, the organizations are La Plazita Institute and Working Classroom. S. Brueggemann stated several organizations have finished their projects, but we have not released the final reporting form, since we need to be discussed in the current meeting. Funds are being processed, because they have completed the project, and that final reporting will be done later. G. Uballez asks what happens to unspent funds. S. Brueggemann stated funds stay until the end-date of the appropriations period, in this case it is June 30, 2021. In current funding, some organizations are not able to complete projects because of the Covid situations, but the money stays in the account if it is not used. A. Lipman asks for clarification on what part of the program needs to be finished. S. Brueggemann stated organizations who have not submitted their required documents by January will likely not be able to complete their projects by the 1 year requirement for the Recovery funds. S. Brueggemann also responded that the City is requiring an updated scope on the Wufoo forms to assist the organizations in making the changes that are necessary due to the ongoing changes in restrictions due to Covid.

B. DEIA Committee Report: C. Sullivan asked for an explanation of the acronym. G. Uballez responded with Diversity, Equity, Inclusion and Access. J. Youngs gave an update stating the subcommittee had an overarching conversation on the following topics: How to make sure our funding reflects the statement in the application and DEIA efforts. How do we as a committee hold ourselves accountable. How do we handle City Council being the final say in funding? How can we work toward an ordinance that would reflect our efforts since in two years it will be a new group of people sitting on this Board? The processes the subcommittee is working on is looking at the application and what the committee can ask of organizations, and changing the ordinance to have it be a more permanent fixture in the committee. C. Sullivan asked if attention is being brought to the makeup of the UETF Committee itself. G. Uballez brought to the Committee's attention that Councilor Klarissa Pena has introduced a bill to diversify the boards and committees in the city. S. Brueggemann stated the entire Cultural Services Department has revised Chapter 10 for Boards and Commissions to standardize the board appointments structure, however UETF is not included because the UETF process was used as the model. An opportunity for further ordinance changes will be available in the next several months.

C. Timeline and process for 2021-2022 UETF grant cycle: G. Uballez asks for a realistic timeframe to develop the application and review submission. S. Brueggemann states that the UETF process has been fully extract from the Capital Improvement Program (CIP) cycle, which is a two-year-cycle, but the timeline is still tied somewhat, which means organizations need to apply nine to ten months before they would see funds. The Division has suggested making the due date the end of the year. We could consider November and December to get organizations the needed materials and applications. However, this would give the Board less time to review the applicants since we would need to submit the recommendations of awards by mid-January. This would allow us to have the funds available to the organizations by July 1st. G. Uballez stated she wanted assurance that if changes were going to made to the Board's awardees that they would like to have sufficient amount of time to review the applicants again prior to a rushed vote. S. Brueggemann stated that rushed internal staff review for the Recovery funds will not happen again, and having a rubric set by the Committee before applications are received means it will not be a surprise to the committee before sending the awardees to the Mayor.

VI. New Business: S. Brueggemann stated the City has conducted an open meeting act training, and that new business items can be added to the next meeting. A. Lipman stated that because a subcommittee reviewed the contracts for the UETF Recovery Fund and gave the Board their recommendations he did not feel included in the decisions or some subcommittees continued work. He acknowledges that he did not volunteer. S. Brueggemann recognized that he has not gone through a full cycle so the process will be different for the 2022-2023 cycle. G. Uballez welcomes board members to join the subcommittee if they are interested in making changes. S. Brueggemann reminds them that they must stay under a quorum or we will need to call a special meeting. G. Uballez brought up an open letter to the Cultural Services Department from a group of artist and community members and a list of demands that included

