



**Albuquerque Urban Enhancement Program  
Cultural Services Department**

**URBAN ENHANCEMENT TRUST FUND COMMITTEE MEETING MINUTES**

**April 24, 2020, 1:00 – 3:00 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  
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**

Dr. Shelle Sanchez, Director, Cultural Services  
Department  
Sherry Brueggemann, Division Manager  
Matt Carter, Project Coordinator/outgoing UETF  
Program Manager  
Isabelle Zamora, incoming UETF Program  
Manager  
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:** A. Lipman moved to approve the meeting agenda, without any changes; J Youngs seconded and all approved.

**III. Approval of February 15, 2020 Meeting Minutes:** C. Sullivan moved to approve the minutes; A. Lipman seconded and all approved.

**IV. Public Comment:** No email public comment received through April 23, 2020.

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

A. Review funding cycle criteria: S. Brueggemann provided overview of funding criteria, with special attention on DEIA/ALAANA efforts.

B. Review of the special sub-committee scores with administration review and revised multiplier within the formula: Chair Uballez thanked Staff and sub-committee and observed the difference between final spreadsheet and the sub-committee’s recommendation to the full UETF committee. S. Brueggemann and S. Sanchez described other city funding that was considered and specific additional criteria which increased or decreased the multiplier applied to the sub-committee’s average scores. S. Brueggemann also noted that the City will be categorizing these funds under the COVID-19 FEMA funding that may be eligible for reimbursement and that this contributed to the administrative review to try to allocate all the funds at this time. (S. Sanchez left the meeting but later returned.) C. Sullivan and others requested to see the sub-committee’s recommendation. S. Brueggemann emailed that spreadsheet to all during the meeting. In finding a balance between he sub-committee work and the administration’s concerns, S. Allen suggested returning to the previously recommended spreadsheet which removed already funded organizations, and distribute the balance of the funds to the organizations below the red line (the point at which the original amount would have been depleted) on the previous spreadsheet at a lower unified multiplier for all. G. Uballez proposed keeping organizations above the red line at the 51% multiplier, with organizations below the red line at a smaller multiplier. S. Brueggemann and G. Uballez made preliminary multiplier modifications to the spreadsheet in real time during the meeting to estimate the multiplier to be applied to each category. It was also noted that one or two potential organizations should be moved into the ALAANA category, thus possibly affecting the final multiplier for that category. After much discussion, clarifications, and grappling with the role of the sub-committee, the administration review and the spreadsheet formula options, N. Zastudil moved to approve amended spreadsheet, C. Sullivan seconded, all approved, motion passes.

C. S. Brueggemann requested to postpone next regularly scheduled UETF Committee Meeting until June, 2020 to be able to get the processing of these emergency contracts under way. G. Uballez requested a sub-committee meeting before June to discuss the application for the next upcoming regular funding cycle and use the lessons learned from this emergency funding cycle to go forward. S. Brueggemann requested those on sub-committee to self-identify, N. Zastudil, J. Youngs, and G. Uballez self-volunteered. G. Uballez will keep staff informed of this committee work and be available for input and conversation, if needed.

**VI. Adjournment:** C. Sullivan moves to adjourn; S. Allen, seconds and all approved at 2.59 p.m.

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

Approved:   
Chair

9/22/2020 | 6:58 AM MDT

Date