

**Wyoming Cultural Trust Fund  
Crook County Courthouse, Sundance  
June 9-10, 2011**

**Minutes**

**Thursday, June 9, 2011**

**Board Members Present:** Dave Reetz, Chair; Susan Stubson; Dave Kathka; Nancy Schiffer

**Staff Present:** Renée Bovée

**Grant Reviewers Present:** Camellia El-Antably, Wyoming Arts Council; Jenny Ingram, Wyoming Humanities Council; Jim Allison, Wyoming State Museum

**Guests Present:** Mary Hawkins, State Parks and Cultural Resources Commissioner

Chair Reetz called the meeting to order at 8:40 a.m., with a quorum present.

**Approval of Agenda:**

Agenda approved by consensus.

**Introductions:**

Chair Reetz introduced the new WCTF board members, Dave Kathka and Susan Stubson. Kathka and Stubson each provided a brief background to the board and guests. Chair Reetz welcomed the grant reviewers and guest Mary Hawkins, from the State Parks and Cultural Resources (SPCR) Commission. Hawkins remarked on her dissertation and proposal "Wyoming in the World: Citizenship and Social Engagement in Arts and Culture" for an international exchange, and requested the assistance of the board in providing any information which may be pertinent to her dissertation and future presentation.

**Minutes:**

Review of the minutes was deferred until the arrival of Nancy Schiffer.

**Election of Officers:**

Kathka nominated Dave Reetz as Chair and Nancy Schiffer as Vice Chair. Stubson moved to close nominations and to take a vote on the nominated slate. Kathka seconded. Motion approved unanimously. Chair Reetz expressed his appreciation, but also suggested the other board members consider the role as Chair as late this year he will take on the role as Chair of the Humanities Council and would like to concentrate on that when possible.

**Department Update:**

Given Sara Needles absence, Renée Bovée provided a brief update on activities within the Department and Division of Cultural Resources. She noted the ongoing efforts to hire new managers for the Wyoming State Museum and Wyoming State Archives, and that interviews are still occurring. Bovée reminded the board of Needles' interest in also establishing a new Foundation and advisory board for the State Museum, to further assist the State Museum in future fundraising efforts to enable them to

better address the expenses of bringing in Smithsonian exhibits or preparing new exhibits for the museum.

Nancy Schiffer joined the board at 9:04 a.m.

Bové reminded the board of our interest in seeking a change to our enabling legislation to increase the size of the board from the current five members up to seven or hopefully even nine members. As part of that process we will be meeting with the Travel, Recreation, Wildlife and Cultural Resources (TRWCR) legislative committee in August to explain our need to them in the hopes they will carry the necessary language forward in the 2012 legislative session. Additionally, they will have to support an increase to the administrative line to handle the increased costs of a larger board. The TRWCR meeting is currently scheduled for Thursday, August 25, 2011 in South Pass City. Chair Reetz noted that the board really wants to be part of this discussion to encourage TRWCR to act on this need and to honor our current way of board nominations, which ensures a high level of and depth of knowledge in the broadly diverse disciplines we review. It was suggested that the board review any preparatory documents for the TRWCR meeting and perhaps the board could participate in that meeting as well. It was further suggested that as we will also be needing to establish an a Fall meeting for this board, perhaps we could combine the two, with TRWCR on August 25 and a WCTF Board meeting on August 26. Given the TRWCR meeting will be in South Pass, and lodging will be in Lander, we could have our meeting in Lander as well. The board concurred this would be a good idea, and Bovée will coordinate that meeting and the TRWCR materials. Bovée will also provide TRWCR proposals to the board prior to the August meeting for comment and review; if necessary a conference call will be coordinated to review this material as well.

Bové also updated the board on the upcoming fall “Convergence” which is scheduled for October 6-9, 2011 in Cody. “Convergence” incorporates the efforts of the Department, the Cultural Resources Division including the Arts Council, the Cultural Trust Fund, the State Historic Preservation Office, and other partners including the Wyoming Humanities Council, the U.W. American Studies program and Art Museum, Wyoming State Library, and entities such as Main Street, Wyoming Business Council and Wyoming Tourism. “Convergence” is the outcome of a series of discussions which have occurred for the last few years among the different state granting partners about the need to not only have regular meetings for their own constituencies, but to gather all our diverse constituencies together to learn more about what each discipline can bring to a community and how we can all work together. It is also a goal to introduce all the constituencies to the larger concept ideas such as Cultural Heritage Tourism, Creative Economies, etc., and how in order to develop successful programs in these areas we all must work with each other, as no one entity can carry off these broader concepts in their community. As a part of “Convergence”, we will also be gathering a select, invited group of individuals from the diverse disciplines and from around the state to evaluate and discuss the possibility of a statewide Cultural Coalition. Bovée encouraged all board members to participate in the October event, and additional information on “Convergence” will be sent out soon.

**Minutes:**

The Board went back to the Minutes review. Schiffer moved to approve both sets of minutes as presented; Kathka seconded. Minutes were approved unanimously.

**WCTF Update:**

Bové asked the board to reconsider a policy which had been in place for the last several years, whereby time extensions on grants exceeding one year from the original end date be approved by the WCTF

Board. Given that we had been coordinating that review and request for extension via e-mail, we had been in violation of the open meetings laws. Therefore, she requested that the board allow all extension requests to be evaluated and approved by the WCTF Administrator only. Obviously, any material or significant change to a granted project will still need to be submitted to the WCTF Board for review and action, and public meeting conference calls will be established on an as needed basis for those change reviews.

Stubson moved to allow the WCTF Administrator to take action on all time extensions on grant projects. Kathka seconded the motion. The motion was approved unanimously.

Bové provided a brief update on WCTF projects which are running into difficulties. Specifically, she noted that the 2009 grant to the Citizens for a Civic Auditorium project in Casper, in the amount of \$25,000, appears that it will not be completed, as the entire idea of a Civic Auditorium has failed. The contract for that grant concludes August 2011, and as no funds have been released for that project, it is most likely the entire grant award will be returned to the grant pool at that time. She also noted that the ongoing problems with Hot Springs State Park in regards to completing a 2007 interpretation project at the Bath House will mean this project will have essentially failed. Grant dollars have been released to the Park, and certainly work was done on the project, but as it appears it will not be completed by the most recent deadline of June 30, 2011, she will most likely be declaring the project "dead" and the final payments on the project will not be made and released back to the grant pool. There are no other problem grants to report on at this time.

Bové remarked on a recent site visit she and Needles attended with the Wyoming Wildlife and Natural Resources Trust Fund. She wants the board to be aware of their site visit process, as we are often compared to the Wildlife Trust. When they receive applications, they review the applications and then meet as a board for a preliminary review and ranking. After ranking the application are then divided among the Wildlife Trust board and staff to conduct on-the-ground site visits. They then report back to the board on their evaluation of the application through the site visit, which may modify the priority ranking for funding, and then funding is released (sometimes pending legislative review as well). There is a lot of awareness of the Wildlife Trust that is raised through this site evaluation process, and board members and staff are also regularly in contact with potential grantees on future projects. It has been commented on by some of our folks, that perhaps we, too, should conduct these on-the-ground site visits. It is a bit hard to do site visits on the more amorphous projects, such as staff support or board/staff development projects, but where we do have a tangible product (i.e. a fair or festival, or a historic building rehabilitation) perhaps we need to further evaluate our participation in site visits. As we will also be talking to TRWCR about increasing our board and our administrative line, site visits could be better handled with reimbursement made available through an increased administrative line. Bovée suggested, and the board concurred, that this should be a topic for our fall meeting, especially as we will have a sense of TRWCR's support for these increases then.

#### **Budget:**

Bové then reviewed the funding received this year which are to be used in this grant round. As of May, 2011, the WCTF grant fund has received almost \$653,000 in interest earnings this year. That in combination with carryover from last year, means we have up to slightly more than \$792,500 available for grants. However, given the vagaries of investment in the past, the board has regularly agreed to maintain a small reserve to carryover next year to insure that funding levels do not drop below the prior year's awards. Bovée would also like to bring a discussion to the fall meeting regarding increasing the

\$50,000 application cap, as the impact we are making to considerably expensive projects is becoming eroded. Bovée will be bringing a recommendation to the fall meeting to increase that cap, perhaps up to \$75,000 to have a more significant impact to “bricks and mortar” and staff/people costs. To that end, Bovée recommended the board consider a \$650,000 total grant award ceiling for this grant review. The board agreed to set this as their general goal.

#### **WCTF Logo Design Brainstorming Session:**

Chair Reetz welcomed Janelle Shields of Phantasm Graphics to the meeting. She will be working to design a new logo for the WCTF. Shields introduced John Shields her husband and also part of Phantasm Graphics. She reviewed her background as a graphic artist, and then worked through a PowerPoint presentation on the design process with the board. During the session, the board provided several comments on design concepts they liked or did not like, and possible content for a new logo. There was a discussion about whether the logo should incorporate specific images or rather it should be just a graphic playing with the words, whether it should be contained (in a box, or circle or whatever) or freeform (unbound). Board members provided some general ideas, suggestions and preferences, which Shields will now take back and work on possible mock-ups for our review. Suggestions included: developing a freeform (unbound) logo; possibly incorporating a tag line “Preserve, Promote, Enhance...Forever”; focusing more on the words than specific images, perhaps highlighting “Forever” or “Trust”; illustrating the care and trust through the use of hands; traditional versus avante garde to honor our heritage; need to balance our heritage with our support of risk-taking and supporting the modern; and utilizing a series of color swooshes behind words to illustrate the vastness and color schemes of earth and water and air.

Per the agreement with Shields, she will develop up to six design concepts, and then we can flesh out our favorite design with Shields. The WCTF Board and staff will be working with Shields via e-mail over the summer, but can also invite her to the fall meeting for final decision if necessary. It is anticipated the final logo design will be completed by late Fall 2011.

The meeting adjourned for lunch at 11:45 a.m. Chair Reetz reconvened the meeting at 1:05 p.m.

#### **Grants Review:**

Bovée reviewed the grant evaluation process, how we use the four review agencies (Arts Council, Humanities Council, State Museum and Historic Preservation) and how the Board can refer to our reviewers for amplification, technical expertise or general impressions. Bovée has the actual grant application files and support material, and will make the support material available as each grant is reviewed. Additionally, Bovée can answer any general questions on the applications posed by the Board. The Board had supplied their individual preliminary rankings, which Bovée compiled and then averaged to obtain the preliminary rankings. She then reviewed the grants in top down order. The review of applications, however, is conducted in reverse order (lowest ranking to highest ranking). Each application is to be reviewed and commented on by the Board. The Board may request comments from the grant reviewers present. Board comments and conflicts of interest will be noted. Comments will be made available to constituents upon request and will be kept in their individual grant files. The Board then commenced review of the applications.

The meeting adjourned 5:10 p.m. to visit the Vore Buffalo Jump.

**Friday, June 10, 2011**

**WCTF Board Present:** Dave Reetz, Dave Kathka, Nancy Schiffer, Susan Stubson

**Staff Present:** Renée Bovée

**Grant Reviewers Present:** Jim Allison, Jenny Ingram, Camellia El-Antably, Mary Hopkins, State Historic Preservation Officer

**Guests:** Mary Hawkins, State Parks and Cultural Resources Commissioner

Chair Reetz reconvened the meeting at 8:36 a.m.

**Grant Review (con't):**

Grant review continued.

After all grants were reviewed, the board reviewed the entire award list. Being "over budget" they went back and reviewed all asterisked items (preliminary award levels pending available funds), eliminating some awards and trimming others. The final award list was reviewed by the board. Schiffer moved and Kathka seconded to approve the award levels as presented in the grant list (see attached) with a total grant award amount of \$690,870. The motion was approved unanimously.

**Evaluation, Comments & Review of Application Process**

This discussion was deferred to the fall meeting.

**Public Comment**

No public comment

**Other Business**

No other business

**Next Meeting**

The Board would like to participate with the Travel, Recreation, Wildlife and Cultural Resources legislative committee meeting in South Pass City, Thursday, August 25. Therefore, it was suggested that the next meeting be scheduled in Lander for Friday, August 26. Topics for conversation at the August meeting include: Conservation Easements; Increasing the cap on grant applications; Wyoming contractors and if we wish to have a preference to requirement in our application. Bovée will coordinate details and will get back to the board with schedule and location details.

**Executive Session**

Given that Sara Needles isn't present for the meeting and several board members are new, the review of the WCTF Administrator will not occur at the conclusion of this meeting.

Schiffer moved and Stubson seconded to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 4 p.m.