



**Albuquerque Urban Enhancement Program  
Cultural Services Department**

**URBAN ENHANCEMENT TRUST FUND COMMITTEE MEETING MINUTES**

**June 21, 2019, Noon - 1:30 p.m.**

DMD Conference RM, Rm 7096 Conference Room  
Albuquerque, NM 87103

**Members Present**

Ashley Richards, Dist. 1  
Waylon Chavez, Dist. 3  
Stanley Allen, Dist. 6  
Jo Martin, Dist. 7  
Carole Sullivan, Dist. 8  
Andrew Lipman, Dist. 9  
Gabrielle Marie Uballez, Member-at-large

**Staff Present**

Sherri Brueggemann, Division Manager

**Members Absent**

Julia Youngs, Dist. 2  
Waylon Chavez, Dist. 3  
Meaghan Cavanaugh, Dist. 5  
Vacant, Dist. 4  
Nancy Zastudil, Member-at-large

**I. Meeting Called to Order:** at 12:07 p.m. by staff.

**II. Approval of the Agenda:** S. Brueggemann recommended the Committee address the Bylaws prior to the election the officers. J Martin moved to approve the agenda as amended; A. Richards 2<sup>nd</sup>, all approved.

**III. Approval of Minutes:** May, 17 2019 Minutes – Several minor corrections were noted including the correct date. C. Sullivan moved to approved the minute as corrected; J Martin 2<sup>nd</sup>, all approved.

Near the beginning of the meeting, everyone introduced themselves with brief overviews of their work and interest in the UETF Program/committee.

**V. Public Comment:**

**VI. Updates/Discussion/Reviews/Approvals**

**A. Open Meetings Act Resolution:** S. Brueggemann provided an overview of the proposed resolution. G. Uballez open a discussion about the intent of the resolution and how it might impact any goals to go beyond the minimum compliance but to embrace a more robust community engagement effort by not being restricted to only have meetings in City Hall. S. Brueggemann noted that the resolution does not preclude changing date, time or locations as long as the meetings are held at public facilities. She recommended that the August meeting still be held at city hall due to the presentation from other city staff, but for future meetings the committee could meet in other venues around the city. A few minor corrections and typographic edits were made to the proposed Open Meeting Act Resolution, in particular

correcting the normal meeting date to the 3<sup>rd</sup> Friday of the month. C. Sullivan moved to adopt the Open Meetings Act Resolution as corrected G. Uballez 2<sup>nd</sup> and all approved.

**B. By-Laws:** S. Brueggemann provided a brief overview of the minor updates to the previously distributed Bylaws. She noted that references to irrelevant committees had been removed. Everyone discussed the role and purpose of the Governance committee. S. Allen noted that the Code of Conduct is the primary are the Governance Committee focuses on. S. Brueggemann noted the importance for having a process for review that does not involve the staff, but is comprised of the Committee with a 3<sup>rd</sup> member elected by the full EUTF Committee. After a bit more discussion, S. Allen noted one correction to include the words “Program Manager” along with “Division Manager” in all instances for consistency. Upon final review, C. Sullivan moved to approve the proposed UETF Committee Bylaws with the one minor update; a. Lipman 2<sup>nd</sup> and the motion carried unanimously.

**C. Guidelines:** S. Brueggemann noted that due to numerous members not in attendance, the discussion of the guidelines might need to be postponed. Everyone agreed.

**D. Chair Elections:** S. Brueggemann noted that her role for this item was to simply record the election vote. G. Uballez asked about the duties and responsibilities of the Chair and Vice Chair to provide leadership running the meetings as well as helping to develop and uphold the mission of the Committee. S Brueggemann provided a brief overview of the need for leading the meetings in collaboration with the staff as well as making rare appearances and yes, most certainly being the leader and champion for the mission and purpose of the program and Committee.

After some discussion, J. Martin moved to nominate G. Uballez as Chair and herself as Vice Chair. Without a second, the motion failed. C. Sullivan moved to defer the election of UETF Committee Officers until more people can attend. A. Lipman 2<sup>nd</sup> and the motion carried unanimously. It was agreed that staff will send a detailed reminder about the officer elections needing to take place at the next meeting and for member to be prepared to nominate, discuss and vote based on their interests and abilities to be involved in the program and committee leadership opportunities.

Following up on previous discussion on the project updates, G. Uballez asked for an update on the contract process and how, or it, the current cycle of contracts will include a requirement for awardees to collect and submit demographic data for analyzing impact based on the Diversity, Equity and Inclusion statement. S. Brueggemann reported that all awardees and unsuccessful applicants have now been contacted and that some very preliminary meetings are taking place with the staff and organizations to develop contract scopes. The efforts to require awardees to collect data are being developed now. More conversation with the Committee for input on this will continue into the next cycle, along with contacting other funding agencies such as Seattle and San Francisco cultural affairs departments.

**VI. Adjourn:** C. Sullivan moved to adjourn the meeting at approximately 1:25 pm. Next meeting will be held on August 16<sup>th</sup>, 2019, location to be confirmed.

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