



# Agenda

CITY CLERK'S OFFICE

DATE 7/3/17 TIME 11:33am

SERVED BY Jaqueline Y. Beam

RECEIVED BY Carmelona Spears

## ARTS COMMISSION

Monday, July 10, 2017

City Councilors' Conference Room, 200 Lincoln Avenue, 505-955-6707

5:00 PM

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes
  - a) May 8, 2017
5. Report of Chair
  - a) Terms & Upcoming Vacancies
6. Report of Director
  - b) Results Based Accountability, Quality of Life Ambitions & Population Indicators
7. Updates and Reports
  - a) Art in Public Places
    - i. Committee Vacancy
    - ii. FY1617 Programs & Accomplishments
  - b) Community Gallery
    - i. Spectacle Exhibit & Programs
8. Action Items
  - a) A RESOLUTION DIRECTING THE CITY MANAGER TO WORK WITH THE SANTA FE UNIVERSITY OF ART AND DESIGN AND THE NEW MEXICO MUSEUM OF ART TO LOAN THE MUSEUM THE BEAUMONT NEWHALL LIBRARY IN CONJUNCTION WITH ITS CENTENNIAL CELEBRATION; AND TO DISCUSS TERMS AND CONDITIONS FOR THE FUTURE DONATION OF THE BEAUMONT NEWHALL LIBRARY TO THE NEW MEXICO MUSEUM OF ART. (Councilors Lindell, Harris and Ives) (Kelley Brennan)
  - b) Lodgers' Tax for the Arts: Category C Funding Recommendations:
    - i. Wise Fool New Mexico, \$20,000
    - ii. Parallel Studio, Inc., \$18,000
    - iii. Santa Fe Independent Film Festival, \$17,000
    - iv. CENTER, \$15,000
    - v. The Center for Contemporary Arts, \$15,000
    - vi. The Santa Fe Desert Chorale, \$13,000
    - vii. Santa Fe Children's Museum, \$12,000
    - viii. Santa Fe Botanical Garden, \$8,000
    - ix. Santa Fe Pro Musica, \$7,000

- c) Lodgers' Tax for the Arts: Category B Funding Recommendations
  - i. Arte Flamenco Society, Inc. \$9,000
  - ii. Axle Projects, Inc. \$8,000
  - iii. Santa Fe JIN, \$7,000
  - iv. New Mexico Performing Arts, \$6,500
  - v. Spanish Danzart Society, \$5,000
  - vi. Santa Fe Friends of Traditional Music, \$5,000
  - vii. Teatro Paraguas, Inc., \$4,500
  - viii. Art on Loan Program
  - ix. Request for Approval of Recommendation to Discontinue Art on Loan Program as an Art in Public Places Function
  - x. Request for Approval of a Recommendation for the Community Gallery Advisory Group to Consider Creation of an Outdoor Exhibition Program in lieu of the Art on Loan Program
- d) Request for Approval of Community Supported Art (CSA) Program through the Community Gallery
- e) Request for Approval of Pop-up Exhibit Guidelines
- f) Art on Loan Program
  - i. Request for Approval of Recommendation to Discontinue Art on Loan Program as an Art in Public Places Function
  - ii. Request for Approval of a Recommendation for the Community Gallery Advisory Group to Consider Creation of an Outdoor Exhibition Program in lieu of the Art on Loan Program

9. Adjourn

Santa Fe Arts Commission  
July 10, 2017  
Meeting Index

Item		Page
Cover Page		0
Call to Order	Chip Chippeaux, Chair for the Arts Commission called the meeting to order at 5:03 pm in the City Councilor's Conference Room, Santa Fe, New Mexico.	1
Roll Call	A quorum is reflected in Roll Call.	1
Approval of Agenda	<p>Chair Chippeaux stated the following changes:</p> <p>Item 4. Minutes- will be approved at the next meeting.</p> <p>Item 8(a). will be moved up after the approval of the agenda so that legal staff can be excused.</p> <p>Item 8(b) vi. Will be moved separately so that one commissioner can abstain and all other items can be voted in one motion.</p> <p>Item 8 (C) viii, ix, x will be removed as they are repeated in the agenda.</p> <p><b>MOTION:</b> Ms. Ritch moved to approve the agenda as amended with a second from Ms. Hunter-Stiebel, which passed by unanimous voice vote.</p>	1
Approval of Minutes A.) May 8, 2017	This item will be approved at the next meeting.	2
Report of Chair A.) Terms and upcoming vacancies	Discussion Only	2
Report of Director A.) Results based accountability, Quality of Life Ambitions and Population Indicators	Discussion Only	3
Updates and Reports: a.) Art in Public Places i.) Committee vacancy ii.) FY 16/17 Programs & Accomplishments b.) Community Gallery i.) Spectacle Exhibit & Programs	Discussion Only Discussion Only Discussion Only	3 3,4 4
Action Items: A.) A RESOLUTION DIRECTING THE CITY MANAGER TO WORK WITH THE SANTA FE UNIVERSITY OF ART AND DESIGN AND THE NEW MEXICO MUSEUM OF ART TO LOAN THE MUSEUM THE BEAUMONT NEWHALL LIBRARY IN CONJUNCTION WITH ITS CENTENIAL CELEBRATION; AND TO DISCUSS TERMS AND CONDITIONS FOR THE FUTURE DONATION OF THE BEAUMONT NEWHALL LIBRARY TO THE NEW MEXICO MUSEUM OF ART. B.) Lodger's Tax for the Arts: Category C Funding Recommendations:	<p>*This item was moved up early .</p> <p><b>MOTION:</b> Ms. Adair moved to approve the Resolution with a second from Mr. Lovato, which passed by voice vote.</p>	2

<p>i.) Wise Fool New Mexico, \$20, 000</p> <p>ii.) Parallel Studio, Inc., \$18,000</p> <p>iii.) Santa Fe Independent Film Festival, \$17, 00</p> <p>iv.) CENTER, \$15,000</p> <p>v.) The Center for Contemporary Arts, \$15,000</p> <p>vi.) The Santa Fe Desert Chorale, \$13,000</p> <p>vii.) Santa Fe Children's Museum, \$12, 000</p> <p>viii.) Santa Fe Botanical Garden, \$8,000</p> <p>ix.) Santa Fe Pro Musica, \$7,000</p> <p>C.) Lodger's Tax for the Arts: Category B Funding Recommendations</p> <p>i.) Arte Flamenco Society, Inc. , \$9,000</p> <p>ii.) Axle Projects, Inc., \$ 8,000</p> <p>iii.) Santa Fe JIN, \$7,000</p> <p>iv.) New Mexico Performing Arts, \$6,500</p> <p>v.) Spanish Danzart Society, \$5,000</p> <p>vi.) Santa Fe Friends of Traditional Music, \$5,000</p> <p>vii.) Teatro Paraguas, Inc. \$ 4,500</p> <p>viii.) <del>Art on Loan Program</del></p> <p>ix.) <del>Request for Approval of Recommendation to Discontinue Art on Loan Program as an Art in Public Places Function</del></p> <p>x.) <del>Request for Approval of a Recommendation for the Community Gallery Advisory Group to Consider Creation of an Outdoor Exhibition Program in lieu of the Art on Loan Program</del></p> <p>D.) Request for Approval of Community Supported Art (CSA) Program through the Community Gallery</p> <p>E.) Request for Approval of Pop-up Exhibit Guidelines</p> <p>F.) Art on Loan Program</p> <p>i.) Request for Approval of Recommendation to Discontinue Art on Loan Program as an Art in Public Places Function</p> <p>ii.) Request for Approval of a Recommendation for the Community Gallery Advisory Group to Consider of an Outdoor Exhibition Program in lieu of the Art on Loan program</p>	<p><i>All Items voted in one motion, with the exception of item vi. Which Ms. Ritch abstained due to a conflict.</i></p> <p><b>MOTION:</b> Ms. Anair moved to approve the items in Category C (<i>with the exception of item 6</i>) with a second from Ms. Hunter-Stiebel which passed by voice vote.</p> <p><b>MOTION:</b> Ms. Hunter-Stiebled moved to approve item vi. (Santa Fe Desert Chorale) with a second from Ms. Perry which passed by voice vote. (<i>Ms. Ritch abstained</i>).</p> <p><b>MOTION:</b> Ms. Ritch moved to approve items in Category B with a second from Ms. Eyestone which passed by voice vote.</p> <p><b>MOTION:</b> Mr. Lovato moved to approve the CSA Program with a second from Ms. Ritch which was approved by voice vote.</p> <p><b>MOTION:</b> Ms. Hunter-Stiebel moved to approve the Pop Up Exhibit guidelines with a second from Ms. Ritch that passed by voice vote.</p> <p><b>MOTION:</b> Mr. Lovato moved to recommend to discontinue the Art on Loan program and approve the Community Gallery Advisory Group to consider an outdoor exhibition program with a second from Ms. Hunter-Stiebel which passed by voice vote.</p>	<p>4,5</p> <p>5</p> <p>5</p> <p>6</p> <p>6</p> <p>6,7</p>
Adjourn	<b>MOTION:</b> With all business of the Arts Commission complete, Ms. Ritch moved to adjourn the meeting at 6:01 p.m. with a second from Ms. Perry which passed by voice vote.	7
Signature Page		7

Santa Fe Arts Commission  
City Councilor's Conference Room  
200 Lincoln Ave.  
Monday, July 10, 2017  
5:00 pm – 6:00 pm

**1. CALL TO ORDER**

Chip Chippeaux, Chair for the Arts Commission called the meeting to order at 5:03 pm in the City Councilor's Conference Room, Santa Fe, New Mexico. A quorum is reflected in Roll Call.

**2. ROLL CALL**

**Present:**

Chip Chippeaux, Chair  
Sarah Eyestone  
Penelope Hunter-Stiebel  
Ashlyn Perry  
Monique Anair  
Kathlene Ritch  
Todd Lovato

**Not Present:**

Brian Vallo  
Bernadette Ortiz-Pena

**Staff Present:**

Debra Garcia y Griego, Executive Director, Arts Commission  
Jackie Camborde, Arts Commission  
Rodd Lambert, Arts Commission  
Kelly Brennan, City Attorney

**Others Present:**

Linda Vigil, Stenographer

**3. APPROVAL OF AGENDA**

Chair Chippeaux stated the following changes:

- Item 4. Minutes- will be approved at the next meeting.
- Item 8(a). will be moved up after the approval of the agenda so that legal staff can be excused.
- Item 8(b) vi. Will be moved separately so that one commissioner can abstain and all other items can be voted in one motion.
- Item 8 (C) viii, ix, x will be removed as they are repeated in the agenda.

**MOTION:** Ms. Ritch moved to approve the agenda as amended with a second from Ms. Hunter-Stiebel, which passed by unanimous voice vote.

**4. APPROVAL OF MINUTES**

a. May 8, 2017

As stated above, the minutes will be approved at the next meeting.

**5. ACTION ITEM:**

**A.) A RESOLUTION DIRECTING THE CITY MANAGER TO WORK WITH THE SANTA FE UNIVERSITY OF ART AND DESIGN AND THE NEW MEXICO MUSEUM OF ART TO LOAN THE MUSEUM THE BEAUMONT NEWHALL LIBRARY IN CONJUNCTION WITH ITS CENTENIAL CELEBRATION; AND TO DISCUSS TERMS AND CONDITIONS FOR THE FUTURE DONATION OF THE BEAUMONT NEWHALL LIBRARY TO THE NEW MEXICO MUSEUM OF ART.**

*As stated above, this item was moved ahead so that legal staff can be excused.*

City Attorney Kelly Brennan (See Exhibit A) explained the building at the Railyard will create a space for the library for accessibility to researchers and scholars. There will be a curator assigned to the collection.

Ms. Hunter-Stiebel asked if there are any papers and documents in the collections. Ms. Brennan stated there may be tapes of some lectures. The document she has is the sales agreement with the College, it mentions tapes. It really is more of a collection of books and photography.

Ms. Perry asked how the curator comes in.

Ms. Brennan stated the curator will be associated with the Museum to ensure it remains accessible.

Ms. Eyestone asked if the collection could be moved to Santa Fe.

Ms. Brennan cannot discuss that.

Chair Chippeaux stated this will go through the Arts Commission and then presented to the Governing body on Wednesday.

Ms. Brennan stated this Resolution is to direct the City to work in conjunction to develop a plan.

Mr. Lovato asked about costs associated with the actual move. Ms. Brennan state the museum will assume the cost. The MOU will set out the terms, this Resolution is preliminary.

Ms. Hunter-Stiebel asked if UNM was approached as a possibility to care for the collection, since there is a building named after the artist there.

Ms. Brennan stated there has been interest and they have had conversations, they are comfortable this is consistent with the artist's wishes.

**MOTION:** Ms. Adair moved to approve the Resolution with a second from Mr. Lovato, which passed by voice vote.

## **6. REPORT FROM THE CHAIR**

### **A.) Terms and Upcoming Vacancies**

Chair Chippeaux explained there are term limits coming up. Mr. Lovato is up. They will hold a public call for nominees.

Ms. Garcia y Griego explained how the terms and partial terms work.

## **7. REPORT OF DIRECTOR**

### **A.) Results based accountability, Quality of Life Ambitions and Population Indicator**

Ms. Garcia y Griego presented Ms. Eyestone with a binder full of information on the Arts Commission. Mr. Lambert passed out new inserts to the Commissioners for their binders.

Ms. Garcia y Griego explained the new process each department is using for accountability. (See Exhibit B) The Governing body approved this process for the entire City. There is a category specifically for Arts but it can be part of many other categories. There was a city-wide training which was helpful. The tracking and use of indicators is helpful.

## **8. UPDATES AND REPORTS:**

### **A. Art in Public Places**

#### **i.) Committee vacancy**

Ms. Camborde explained they need a new member for the Art in Public Places Committee. Looking at the list there should be 1 Arts commissioner, a community rep, an art historian, an artist and sculptor, a curator or historian and an architect. Chair Chippeaux stated to give all suggestions to Mr. Vallo.

#### **ii.) FY 16/17 Programs & Accomplishments**

Ms. Camborde reviewed a listing of all pieces now. (See Exhibit C) Several new pieces had openings. The Ignite program had four new pieces. The piece at the Monica Lucero park is popular, there are always kids in the boat. A mural piece was put on the Zona del Sol wall. It was done in pieces then installed.

The Archangels were placed back on Alameda street. The Barn Dog is also a popular piece.

**B.) Community Gallery**

**i.) Spectacle Exhibit & Programs**

Mr. Lambert discussed the Spectacle Exhibit. It was attended, considering there were other openings that night. They sold 1 piece that night then 2 others since. Its diverse, one piece has LED lights and has received some press.

A brief discussion was held about the opera and other events.

**9. ACTION ITEMS**

**B.) Lodger's Tax for the Arts: Category C Funding Recommendations:**

- i.) Wise Fool New Mexico, \$20, 000**
- ii.) Parallel Studio, Inc., \$18,000**
- iii.) Santa Fe Independent Film Festival, \$17, 00**
- iv.) CENTER, \$15,000**
- v.) The Center for Contemporary Arts, \$15,000**
- vi.) The Santa Fe Desert Chorale, \$13,000**
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- ix.) Santa Fe Pro Musica, \$7,000**

Ms. Hunter-Stiebel was impressed with the Desert Chorale and their outreach. (See Exhibit D) Ms. Perry stated she was impressed how they could outreach outside of Santa Fe.

Ms. Anair discussed the training needed with the grant propels. Some grantees are more polished than others. Ms. Garcia y Griego stated they have offered workshops in the past. She had a conversation with the SF Community Foundation and is happy to talk offline about helping organizations.

Ms. Anair asked if the system worked well. Ms. Garcia y Griego stated it did work well and it seems easier.

Ms. Hunter-Stiebel stated the discussion with the panelists were informative.

Ms. Garcia y Griego stated the apps will go to a panel for a full review.



*All items were voted on in one motion, except for item vi. Which Ms. Ritch abstained due to a conflict.*

**MOTION:** Ms. Anair moved to approve the items in Category C (*with the exception of item 6*) with a second from Ms. Hunter-Stiebel which passed by voice vote.

**MOTION:** Ms. Hunter-Stiebel moved to approve item vi. (Santa Fe Desert Chorale) with a second from Ms. Perry which passed by voice vote. (*Ms. Ritch abstained*).

**C.) Lodger's Tax for the Arts: Category B Funding Recommendations**

- i.) Arte Flamenco Society, Inc. , \$9,000
- ii.) Axle Projects, Inc. , \$ 8,000
- iii.) Santa Fe JIN, \$7,000
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- x.) Request for Approval of a Recommendation for the Community Gallery Advisory Group to Consider Creation of an Outdoor Exhibition Program in lieu of the Art on Loan Program

Mr. Lovato explained the difficulty in trying to judge the tourism impact. (See Exhibit E)

A discussion was held about social media and the scale to use. That area has shifted from a few years ago.

Ms. Eyestone was very generous in scoring, she was impressed with all of them.

Chair Chippeaux discussed the funding from lodger's tax. It is always troublesome to score it.

Ms. Hunter-Stiebel discussed the two levels, the people that will come to Santa Fe and the ones that are here that will find the art interesting.

Ms. Eyestone states she was surprised how many organizations are family oriented.

Mr. Lovato stated the reporting of the demographics has improved.

A discussion was held about several Category A organizations that use a different marketing strategy.

**MOTION:** Ms. Ritch moved to approve items in Category B with a second from Ms. Eyestone which passed by voice vote.

**D.) Request for Approval of Community Supported Art (CSA) Program through the Community Gallery**

Mr. Lambert discussed the CSA Program and how it has worked in other cities. (See Exhibit F)

The idea is to have 3 events a year and have 3 artists produce pieces. It would be a meet and greet that builds community and collectors. In this community, it may sell out fast. The artists would receive a stipend.

Ms. Garcia y Griego stated they would launch it the 2<sup>nd</sup> quarter of the fiscal year. Mr. Lambert stated that would allow them time to prepare.

Mr. Lambert stated the would be paid \$1,500, the cities that have done this are still doing it.

Ms. Garcia y Griego stated the Gallery will form a committee and get to know the artists before they buy a share.

Mr. Lambert explained it is an affordable way to mass produce with a fingerprint on each piece.

**MOTION:** Mr. Lovato moved to approve the CSA Program with a second from Ms. Ritch which was approved by voice vote.

**E.) Request for Approval of Pop-up Exhibit Guidelines**

Mr. Lambert discussed the proposed guidelines for the pop up exhibits. (See Exhibit G) Some organizations exploring this pop up exhibit where organization can do a 2-3-week show. Many of the exhibits will have their own opening to show their work. This would be harnessing them into one set of guidelines. This is a good way to manage expectations.

Chair Chippeaux suggests to change the revision date on the bottom of the page to track it as changes are made.

**MOTION:** Ms. Hunter-Stiebel moved to approve the Pop Up Exhibit guidelines with a second from Ms. Ritch that passed by voice vote.

**F.) Art on Loan Program**

**i.) Request for Approval of Recommendation to Discontinue Art on Loan Program as an Art in Public Places Function**

Ms. Griego y Garcia discussed the problems with the program and the proposal to make the change it have it as Gallery program. It passed both Art in Public Places and the Community Gallery Advisory Group.

A discussion was held about the gravel area between City Hall and the gallery, Ms. Garcia y Griego stated it would be covered under the gallery's policy. There are large pieces all over the community they will work with them to donate it or remove it.

Ms. Hunter-Stiebel asked if any would be available for sale. Ms. Garcia y Griego stated they would and then the decision can be made to remove it. Chair Chippeaux asked if the Arts Commission would get a percentage if it is sold. Per the agreement yes the Community Gallery fund would receive the funds.

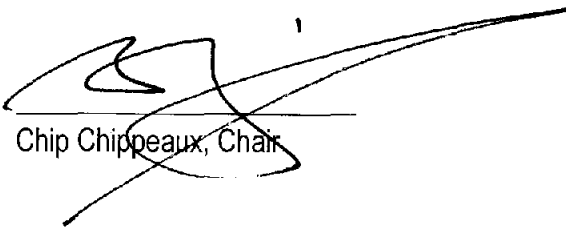
**ii.) Request for Approval of a Recommendation for the Community Gallery Advisory Group to Consider of an Outdoor Exhibition Program in lieu of the Art on Loan program**

**MOTION:** Mr. Lovato moved to recommend to discontinue the Art on Loan program and approve the Community Gallery Advisory Group to consider an outdoor exhibition program with a second from Ms. Hunter-Stiebel which passed by voice vote.

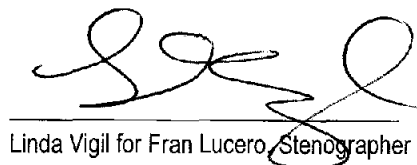
**10. ADJOURN**

**MOTION:** With all business of the Arts Commission complete, Ms. Ritch moved to adjourn the meeting at 6:01 p.m. with a second from Ms. Perry which passed by voice vote.

**SIGNATURES**



Chip Chippeaux, Chair



Linda Vigil for Fran Lucero, Stenographer

# City of Santa Fe, New Mexico

## LEGISLATIVE SUMMARY

Resolution No. 2017-\_\_\_\_  
Beaumont Newhall Library

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**SPONSOR(S):** Councilors Lindell, Harris and Ives

**SUMMARY:** The proposed resolution directing the City Manager to work with the Santa Fe University of Art and Design and the New Mexico Museum of Art to loan the Museum the Beaumont Newhall Library in conjunction with its centennial celebration; and to discuss terms and conditions for the future donation of the Beaumont Newhall Library to the New Mexico Museum of Art.

**PREPARED BY:** Rebecca Seligman, Legislative Liaison Assistant

**FISCAL IMPACT:** No

**DATE:** June 20, 2017

**ATTACHMENTS:** Resolution  
FIR

EXHIBIT

A

1                                   CITY OF SANTA FE, NEW MEXICO

2                                   RESOLUTION NO. 2017-\_\_

3                                   INTRODUCED BY:

4  
5                                   Councilor Signe I. Lindell

6                                   Councilor Mike Harris

7                                   Councilor Peter N. Ives

8  
9  
10                                  A RESOLUTION

11   DIRECTING THE CITY MANAGER TO WORK WITH THE SANTA FE UNIVERSITY  
12   OF ART AND DESIGN AND THE NEW MEXICO MUSEUM OF ART TO LOAN THE  
13   MUSEUM THE BEAUMONT NEWHALL LIBRARY IN CONJUNCTION WITH ITS  
14   CENTENNIAL CELEBRATION; AND TO DISCUSS TERMS AND CONDITIONS FOR  
15   THE FUTURE DONATION OF THE BEAUMONT NEWHALL LIBRARY TO THE  
16   NEW MEXICO MUSEUM OF ART.

17  
18       WHEREAS, on September 15, 2009 the City of Santa Fe purchased from the College of  
19   Santa Fe (College) the land and buildings located at 1600 St. Michael's Drive, together with the  
20   personal property located thereon; and

21       WHEREAS, on that same date the City leased to the Santa Fe University of Art and  
22   Design (University) most of the land and buildings (the Campus) and all of the personal property  
23   for the purpose of operating an institution of higher education; and

24       WHEREAS, the personal property included, among other things, the Beaumont Newhall  
25   Library, acquired by the College in or about 1995 in accordance with an "Agreement for Purchase

1 of the Beaumont Newhall Library” and comprised of approximately 3,500 books and catalogs on  
2 photography, together with a collection of Beaumont Newhall’s lectures on tapes for use for  
3 educational and research purposes; and

4 **WHEREAS**, the University has certain rights in the Beaumont Newhall Library under its  
5 lease with the City, including the right to maintain it on the Campus as a teaching aid; and

6 **WHEREAS**, the City and the University, in dialogue with the New Mexico Museum of  
7 Art (the Museum), in recognition of the Museum’s upcoming centennial celebration, wish to loan  
8 the Museum the Beaumont Newhall Library as a complement to the Museum’s existing  
9 photography collection and to expand its use in the future as a teaching and research tool.

10 **NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE**  
11 **CITY OF SANTA FE** that the City Manager is directed to work with the Santa Fe University of  
12 Art and Design and the New Mexico Museum of Art to negotiate an agreement with the Museum  
13 to loan the Beaumont Newhall Library in conjunction with its centennial celebration, and to  
14 expand its use in the future as a teaching and research tool.

15 **BE IT FURTHER RESOLVED** that said discussions shall also include the terms and  
16 conditions for the future donation of the Beaumont Newhall Library to the New Mexico Museum  
17 of Art.

18 PASSED, APPROVED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

19  
20 \_\_\_\_\_  
21 JAVIER M. GONZALES, MAYOR

22 ATTEST:

23  
24 \_\_\_\_\_  
25 YOLANDA Y. VIGIL, CITY CLERK

1 APPROVED AS TO FORM:

2 Kelley A. Brennan

3  
4 KELLEY A. BRENNAN, CITY ATTORNEY

## City of Santa Fe Fiscal Impact Report (FIR)

This Fiscal Impact Report (FIR) shall be completed for each proposed bill or resolution as to its direct impact upon the City's operating budget and is intended for use by any of the standing committees of and the Governing Body of the City of Santa Fe. Bills or resolutions with no fiscal impact still require a completed FIR. Bills or resolutions with a fiscal impact must be reviewed by the Finance Committee. Bills or resolutions without a fiscal impact generally do not require review by the Finance Committee unless the subject of the bill or resolution is financial in nature.

### Section A. General Information

(Check) Bill: \_\_\_\_\_ Resolution: X

(A single FIR may be used for related bills and/or resolutions)

Short Title(s): A RESOLUTION DIRECTING THE CITY MANAGER TO WORK WITH THE SANTA FE UNIVERSITY OF ART AND DESIGN AND THE NEW MEXICO MUSEUM OF ART TO LOAN THE MUSEUM THE BEAUMONT NEWHALL LIBRARY IN CONJUNCTION WITH ITS CENTENNIAL CELEBRATION; AND TO DISCUSS TERMS AND CONDITIONS FOR THE FUTURE DONATION OF THE BEAUMONT NEWHALL LIBRARY TO THE NEW MEXICO MUSEUM OF ART.

Sponsor(s): Councilors Lindell Harris and Ives

Reviewing Department(s): City Attorney's Office

Persons Completing FIR: Kelley Brennan Date: 6/21/17 Phone: 955-6961

Reviewed by City Attorney: Kelley A. Brennan Date: 6/22/17  
(Signature)

Reviewed by Finance Director: [Signature] Date: 6/22/17  
(Signature)

### Section B. Summary

Briefly explain the purpose and major provisions of the bill/resolution:

The proposed resolution directs the City Manager to work with The Santa Fe University of Art and Design and the New Mexico Museum of Art to loan the Museum the Beaumont Newhall Library in conjunction with its centennial celebration; and to discuss terms and conditions for the future donation of the Beaumont Newhall Library to the New Mexico Museum of Art.

### Section C. Fiscal Impact

Note: Financial information on this FIR does not directly translate into a City of Santa Fe budget increase. For a budget increase, the following are required:

- a. The item must be on the agenda at the Finance Committee and City Council as a "Request for Approval of a City of Santa Fe Budget Increase" with a definitive funding source (could be same item and same time as bill/resolution)
- b. Detailed budget information must be attached as to fund, business units, and line item, amounts, and explanations (similar to annual requests for budget)
- c. Detailed personnel forms must be attached as to range, salary, and benefit allocation and signed by Human Resource Department for each new position(s) requested (prorated for period to be employed by fiscal year)\*

#### **1. Projected Expenditures:**

- a. Indicate Fiscal Year(s) affected – usually current fiscal year and following fiscal year (i.e., FY 03/04 and FY 04/05)
- b. Indicate: "A" if current budget and level of staffing will absorb the costs  
"N" if new, additional, or increased budget or staffing will be required
- c. Indicate: "R" – if recurring annual costs  
"NR" if one-time, non-recurring costs, such as start-up, contract or equipment costs
- d. Attach additional projection schedules if two years does not adequately project revenue and cost patterns
- e. Costs may be netted or shown as an offset if some cost savings are projected (explain in Section 3 Narrative)

Finance Director: \_\_\_\_\_



X     Check here if no fiscal impact

Column #:	1	2	3	4	5	6	7	8
	Expenditure Classification	FY _____	"A" Costs Absorbed or "N" New Budget Required	"R" Costs Recurring or "NR" Non-recurring	FY _____	"A" Costs Absorbed or "N" New Budget Required	"R" Costs - Recurring or "NR" Non-recurring	Fund Affected

Personnel*	\$ _____	_____	_____	\$ _____	_____	_____	_____
Fringe**	\$ _____	_____	_____	\$ _____	_____	_____	_____
Capital Outlay	\$ _____	_____	_____	\$ _____	_____	_____	_____
Land/ Building	\$ _____	_____	_____	\$ _____	_____	_____	_____
Professional Services	\$ _____	_____	_____	\$ _____	_____	_____	_____
All Other Operating Costs	\$ _____	_____	_____	\$ _____	_____	_____	_____
Total:	\$ _____			\$ _____			

\* Any indication that additional staffing would be required must be reviewed and approved in advance by the City Manager by attached memo before release of FIR to committees. \*\*For fringe benefits contact the Finance Dept.

**2. Revenue Sources:**

- a. To indicate new revenues and/or
- b. Required for costs for which new expenditure budget is proposed above in item 1.

Column #:	1	2	3	4	5	6
	Type of Revenue	FY _____	"R" Costs Recurring or "NR" Non-recurring	FY _____	"R" Costs - Recurring or "NR" Non-recurring	Fund Affected

_____	\$ _____	_____	\$ _____	_____	_____
_____	\$ _____	_____	\$ _____	_____	_____
_____	\$ _____	_____	\$ _____	_____	_____
Total:	\$ _____		\$ _____		

### 3. Expenditure/Revenue Narrative:

Explain revenue source(s). Include revenue calculations, grant(s) available, anticipated date of receipt of revenues/grants, etc. Explain expenditures, grant match(s), justify personnel increase(s), detail capital and operating uses, etc. (Attach supplemental page, if necessary.)

N/A

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### Section D.      **General Narrative**

**1. Conflicts:** Does this proposed bill/resolution duplicate/conflict with/companion to/relate to any City code, approved ordinance or resolution, other adopted policies or proposed legislation? Include details of city adopted laws/ordinance/resolutions and dates. Summarize the relationships, conflicts or overlaps.

None identified.

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### **2. Consequences of Not Enacting This Bill/Resolution:**

Are there consequences of not enacting this bill/resolution? If so, describe.

The city will not have an agreement with the New Mexico Museum of Art for the loan of the Beaumont Newhall Library, or for the potential future permanent transfer of the collection.

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### **3. Technical Issues:**

Are there incorrect citations of law, drafting errors or other problems? Are there any amendments that should be considered? Are there any other alternatives which should be considered? If so, describe.

None identified.

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### **4. Community Impact:**

Briefly describe the major positive or negative effects the Bill/Resolution might have on the community including, but not limited to, businesses, neighborhoods, families, children and youth, social service providers and other institutions such as schools, churches, etc.

The community would benefit from public displays of the Beaumont Newhall Library

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# City of Santa Fe New Mexico

## Finance Department

### Memorandum



DATE: January 17, 2017

TO: Finance Committee & City Council

VIA: Brian Snyder, City Manager *BKS*

FROM: Adam Johnson, Finance Director *AJ*

#### ISSUE

Approve and adopt Results Based Accountability (RBA) common language, Population Indicators and Quality of Life Ambitions.

#### EXECUTIVE SUMMARY

This fiscal year the Mayor and City Council adopted a multi-pronged approach to strategic planning. The intention of the approach was to launch initiatives that would later merge into a comprehensive data driven tool for policy making and management purposes. Two of the components include the National Citizen's Survey (NCS), conducted by the National Research Center, and the adoption of Results Based Accountability (RBA). At this time, the Mayor and governing body attended a public meeting where the RBA system was presented by its founder, and Santa Fe resident Mark Friedman. The survey is being conducted and results will be compiled.

As prescribed by Mr. Friedman it is critical for an organization to adopt a common language before engaging the actual RBA framework. The RBA system requires two types of accountability, Population Accountability and Performance Accountability.

Population Accountability is expressed by a metric which many stakeholders have an ability to influence, rather than a single person, group or organization. For example, the unemployment rate is a metric which many organizations can influence positively or negatively, and thus not a single one can be held accountable to the rate of unemployment. In this example stake holders include, but are not limited to: business, all levels of government, schools, and financial institutions. **Staff proposes this type of metric be officially known in the organization as Population Indicator.**

Performance Accountability is the opposite of Population Accountability. Performance Accountability is expressed by a metric that a single person, group or organization has direct control over. Performance Accountability is measured by quantity, quality and outcome. Any group can develop these metrics by answering three questions: How much did we do? How well did we do it? Is anyone better off? For example, the Accounts Payable section of the Finance department can: track the number of payments processed in a week, track the % that are processed on time, and track the number of payments processed correctly. **Staff proposes this type of metric be officially known as a Performance Measurement.**

While many statistics exist, staff is proposing to use the results of the NRC survey and other metrics as Population Indicators. Further, Population Indicators, as developed by survey responses, must be aligned with an overall goal or outcome. Staff is proposing the official adopted outcomes be known as Quality of Life Ambitions. Staff proposes the following Quality of Life Ambition statements with related Population Indicators:





# City of Santa Fe New Mexico

## Finance Department

### Memorandum



#### Quality of Life Ambitions

- ***People in Santa Fe Are Healthy***
  - % of people who rate availability of affordable quality mental/preventative health care as Good or Excellent (NCS question)
  - % of people who participate in moderate or vigorous activity (NCS question)
  - Rate of heart disease/cancer/type 2 diabetes
  - Rate of suicide
  - Rate of domestic violence
- ***Santa Fe is a Safe Community***
  - % of people who reported a crime (NCS question)
  - % of people who were a victim of a crime (NCS question)
  - # of DWI related crimes
  - % of people who rate the overall feeling of safety in Santa Fe as Good or Excellent (NCS question)
  - Ratio of local burglaries per 1,000/national burglaries per 1000 (NeighborhoodScout.com, proprietary collection of data)
- ***Santa Fe has a Clean, Attractive and Sustainable Environment***
  - Carbon dioxide (CO<sub>2</sub>) emissions
  - % of local and renewable energy sources
  - % of people who rate the air quality as Good or Excellent (NCS question)
  - % of people who make efforts to conserve water and/or energy (NCS question)
- ***Santa Fe's Economy is Diverse and Prosperous***
  - % Unemployment rate – quarterly
  - Labor force participation rate - quarterly
  - Annual # Business starts/closings
  - % of people that rate employment opportunities as Good or Excellent (NCS question)
  - % of people that rate overall quality of business and service establishments as Good or Excellent (NCS question)
- ***People in Santa Fe Achieve Their Full Potential***
  - % of people that rate availability of quality child care/preschool as Good or Excellent (NCS question)
  - % of people that rate K-12 education as Good or Excellent (NCS question)



# City of Santa Fe New Mexico

## Finance Department

### Memorandum



- % of people that rate adult educational opportunities as Good or Excellent (NCS question)
- % of people that rate opportunities to attend cultural/arts/ music activities as Good or Excellent (NCS question)
- ***Santa Fe is a Great Place to Live, Work and Play***
  - % of people that rate Santa Fe as a Good or Excellent place to live (NCS question)
  - % of people that rate Santa Fe as a Good or Excellent place to raise children (NCS question)
  - % of people that rate Santa Fe as a Good or Excellent place to work (NCS question)
  - % of people that rate Santa Fe as a Good or Excellent place to visit (NCS question)
  - % of people that rate Santa Fe as a Good or Excellent place to retire (NCS question)
  - % of people who rate bus or transit services as good or great (NCS question)
- ***Santa Fe has a Fair, Just and Equitable Society***
  - % of people who rate opportunities to participate in community matters as Good or Excellent (NCS question)
  - % of people who rate openness and acceptance of the community toward people of diverse backgrounds as Good or Excellent (NCS question)
  - % of people who rate availability of affordable quality housing as Good or Excellent (NCS question)
  - % of people who rate availability of affordable quality food as Good or Excellent (NCS question)

#### **ACTION**

Approve and adopt common RBA language definitions, Population Indicators and Quality of Life Ambitions.

## Art in Public Places Update

Santa Fe Arts Commission Meeting – 7/10/2017

### FY 1617 Programs and Accomplishments

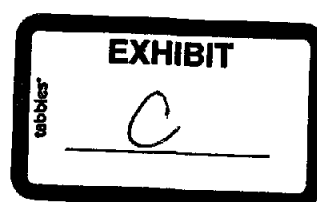
There were a number of new pieces acquired and installed over FY 1617. The IGNITE program yielded four new acquisitions, including

**Thomas Osgood's Freewall:** this piece is meant to be a mobile installation. The large "Freewall" has been put on wheels and can be moved from location to location. The idea is that it can be repainted at each stop, with the participating artist or group putting their mark on the piece. The first location for Freewall has not yet been determined.

**Niomi Fawn's Hitch** – This unique project paired art with utility in the form of "Hitches" for people to lock their bikes. The removable Hitch Covers were mounted on several parking meters throughout downtown Santa Fe. The evening of the opening for this project was a wild thunderstorm, but at least 30 people ventured out to welcome this new installation.



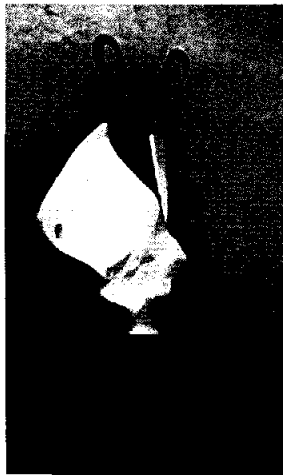
**Anne Russell and Christy Hengst's Same Boat:** this project worked with over 20 children from the Santa Fe Public Schools. Each student made a tile (or multiple tiles) with the theme of the earth and conservation. All of the tiles were mounted to a concrete boat sculpture. Every student who participated in the program has a tile on the boat. The project had a well-attended opening on May 13 and it is now being admired and used daily by visitors to Monica Lucero Park.



**Rick Mobbs: *New Mexico in Four Seasons* Mural:** this mural was done offsite and then installed on the side of the Zona del Sol building, next to the Southside Library. Special thanks to Bianca and Mariajose at Earth Care who saw this project through after the death of artist Rick Mobbs. The mural was completed by youth and young adults in the Earth Care program, as well as Boys and Girls Club summer school students ages 5-12. Earth Care held a Community Barbeque on July 8<sup>th</sup> to welcome visitors to the garden and to view the mural.

#### **Public Purchase Program**

***Rock, Paper, Scissors*, Kevin Box,** <sup>muk</sup> **Park:** This sculpture is visible from Rodeo Road between Yucca and Camino Carlos Rey. The sculpture was installed in January and has been a big hit, enjoyed by neighbors and Rodeo Road commuters alike.



***Joy of Life*, Milton Hebard, Las Estancias Park:** This whimsical sculpture of children playing is enjoying its new home in the Las Estancias neighborhood. The piece is almost dead center in the small city park.



***Colossal Hummer, Don Kennell, Arroyo Sonrisa Park:*** Don Kennell's beloved work is a favorite of Santa Feans, and this giant hummingbird is perfectly suited to the park at the corner of Jaguar Drive and Paseo Del Sol.



***Proud Outlook, Jill Shwaiko, Calle Alvarado Park:*** The determined little horned goat in Shwaiko's piece look right at home on his flagstone peak in Calle Alvarado Park, tucked behind the Old Pecos Inn off Old Pecos Trail.

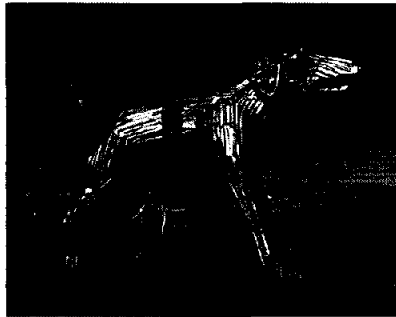




### Other Projects

Jose Lucero's ***Seven Archangels*** were refurbished and reinstalled along the Santa Fe River, just east of El Castillo. The seven carvings were originally made from dead trees still rooted to the ground. As the trees continued to rot, the carvings deteriorated. Lucero cut the carvings from the ground and painstakingly restored and weatherized them. The carvings were re-installed on cement pedestals for a longer life. Santa Feans and visitors alike are delighted that these beloved sculptures are back on display in Santa Fe.

Don Kennell, whose *Colossal Hummer* sculpture was acquired last year, has loaned the city an interactive piece that is residing on the northwest corner of the Community Convention Center. ***Barn Dog*** is a giant stainless steel dog with a porch swing mounted to its underside. The piece has quickly become a tourist attraction and Selfie Stop.



## 2017/18 Project Summaries

### City of Santa Fe Arts Commission

#### 1% Lodgers' Category B

**Arte Flamenco Society, \$9,000:** Director Juan Siddi and company are seeking funding to support their mission of bringing Flamenco to a more mainstream audience through performances and educational programs. The company will perform at The Lensic on June 9<sup>th</sup>, 2018, as well as two performances later in the year. The company also performs at many senior living facilities and at fundraisers throughout the year. Funding will help them produce their annual posters, postcards and other marketing materials for the 2018 season, as well as advertising in local, national and international print media.

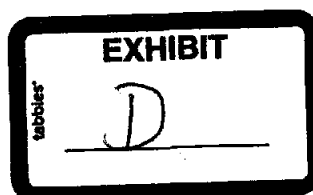
**Axle Contemporary, \$8,000:** Axle Contemporary produces several exhibitions for their mobile gallery each year. They present installation art in the winter and spring, performance art in May and June, a new media artwork in June and works-on-paper throughout the summer. Because the gallery is moveable, Axle can bring art all over the city, to both tourist and local destinations. They are seeking funding for printing if marketing materials, administrative and artistic fees.

**Santa Fe JIN, \$7,000:** Santa Fe JIN's Japanese Cultural Festival is an annual event taking place in April or May. It attracts both tourists and locals and helps to promote Japanese arts and culture during its two day event. It is the only event in Northern New Mexico that highlights Japanese culture and the arts. They are seeking funds for marketing materials, advertising and administrative costs.

**New Mexico Performing Arts Society, \$6,500:** The 2017/18 season for NMPAS includes an artistic collaboration with the New Mexico State University orchestra and faculty string quartet. Other collaborations include the Santa Fe Youth Symphony Orchestra, New Mexico School for the Arts, The Shakespeare Guild, and Gonzo Opera Company. Concerts will take place between November and June of 2018.

**Spanish Danzart Society/Entreflamenco, \$5,000:** Entreflamenco fosters the creation, advancement and evolution of the art of flamenco through the presentation of new works consisting of original choreographies, musical compositions, costume and set design. They product over 100 performances each year, and each segment of their season (summer, fall, holiday and spring)present distinct, full length flamenco dance productions with a variety of performers.

**Santa Fe Friends of Traditional Music, \$5,000:** The Santa Fe Traditional Music Festival is a three-day festival, August 25-27, 2018. It will feature concerts, instrumental and singing workshops, arts and crafts displays and opportunities for informal jamming and interaction among musicians, fans and the general public. Musical genres include Bluegrass, New Mexico Hispanic, Cajun, Balkan and other global traditions. This year's event will include more diversified musical offerings to allow participants to be exposed to music they would not otherwise hear.



**Teatro Paraguas, \$4,500:** The 2017/18 season will include three Hispanic/Latino contemporary plays as well as the 4<sup>th</sup> annual Dia de los Muertos production and 5<sup>th</sup> annual winter holiday celebration, *A Musical Piñata for Christmas*. Funds are being sought to help fund marketing materials, advertising, artistic and administrative fees.

**RFP # '17/52/P**  
**Lodgers' Tax for the Arts: Category B**  
**Scoring**

Rank	Organization Name	Socre	Request	Org Budget	Cash Project Budget	Recommendation	Rec as % of Request	FY 1617	% Change FY to FY
1	Arte Flamenco Society Inc	89.00	10,000	108,593	128,020	9,000	90%	NA	NA
2	Axle Projects Inc	81.50	10,000	57,483	53,000	8,000	80%	8,000	0%
3	Santa Fe JIN	78.00	10,000	19,500	45,000	7,000	70%	NA	NA
4	New Mexico Performing Arts	77.50	10,000	65,890	97,540	6,500	65%	5,000	30%
5	Spanish Danzart Society, Entreflamenco	76.50	35,000	227,813	215,053	5,000	14%	7,000	-29%
6	Santa Fe Friends of Traditional Music	73.50	6,000	27,000	27,000	5,000	83%	NA	NA
7	Teatro Paraguas Inc	73.00	10,000	81,423	81,000	4,500	45%	6,500	-31%
8	Theatre Grottesco North America Inc.	64.50	6,000	138,525	150,839	Ineligible	NA	6,000	NA
						45,000			

## 2017/18 Project Summaries

### City of Santa Fe Arts Commission

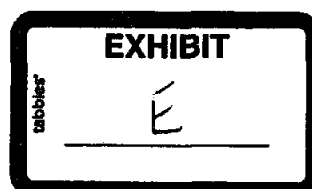
#### 1% Lodgers' Category C

**CENTER, \$15,000:** CENTER seeks funding to continue their multiple photographic exhibits, artist workshops and panel discussions during the Review Santa Fe Photo Festival and at other times throughout the year. In their workshops, artists will learn how to prepare for reviews, find sustainability for their work and other career building topics. CENTER also hosts a student review and exhibition showcasing work from the students of the Marion Center for Photographic Arts.

**The Center for Contemporary Arts (CCA), \$15,000:** The Cinematheque at CCA comprises the Cinema and Studio with lectures held in the Munoz-Waxman Gallery. CCA hosts occasional offsite showings at The Lensic and at schools throughout Santa Fe. Their annual program includes more than 2,750 screenings and public programs. Their exceptional art house programming consistently shows films not seen in other area theaters. They are seeking funding for marketing and artistic fees.

**Parallel Studios, Inc., \$18,000:** the international CURRENTS festival will be celebrating its 10<sup>th</sup> year in 2018. This new media arts festival attracts a local, national and international audience. This year's exhibit will include interactive installations, multimedia performance, single channel video and animation, robotics, web and app art based projects, virtual reality, 3D printing, holography and experimental documentaries.

Santa Fe Botanical Garden, \$8,000:



**RFP #17/51/P**  
**Lodgers' Tax for the Arts: Category C**  
**Funding Recommendations**

Rank	Organization Name	Score	Request	Org Expense Budget	Cash Project Budget	Recommendation	Rec as % of Request	FY 1617	% Change FY to FY
1	Wise Fool New Mexico	136.00	25,000	430,500	140,100	20,000	80%	12,000	67%
2	Parallel Studio Inc	134.50	30,000	216,741	241,000	18,000	60%	13,000	38%
3	Santa Fe Independent Film Festival	133.50	35,000	200,000	235,500	17,000	49%	22,500	-24%
4	CENTER	128.00	30,000	316,500	67,000	15,000	50%	11,000	36%
5	The Center For Contemporary Arts	128.00	32,500	952,074	415,000	15,000	46%	22,500	-33%
6	The Santa Fe Desert Chorale	124.50	35,000	901,572	873,184	13,000	37%	14,500	-10%
7	Santa Fe Children's Museum	123.00	35,000	409,942	112,010	12,000	34%	NA	NA
8	Santa Fe Botanical Garden	112.00	30,000	950,619	207,000	8,000	27%	10,000	-20%
9	Santa Fe Pro Musica	108.50	35,000	683,818	801,000	7,000	20%	10,000	-30%
						143,000			

## **City of Santa Fe Arts Commission Community Supported Art Program**

### **Background**

Community Supported Art (CSA) is a self-sustaining model to generate new economic benefit for local cultural producers. The program connects local collectors who are willing to purchase a yearly "share" in the program (i.e. shareholders), with local artists and artisans who deliver small scale, original artworks (i.e. shares) three times a year. In this way, the program income generated by the purchase of shares supports the commissioning of original artworks by the artist while offsetting the hard costs of operating the program.

The model comes from the local food movement. In agricultural CSAs, individuals purchase shares in the off-season that support the farmer's start-up costs at the start of the planting. During the growing seasons, shareholders receive regular boxes of produce grown by the farmer. Spring Board for the Arts in Minneapolis pioneered the use of the model for cultural workers. Numerous communities now operate arts-based CSAs.

CSAs are designed to do more than provide capital to commission art. They are intended to build deeper connections between local cultural producers and consumers. CSAs provide an entry point for collectors, new and established, to discover new artists, obtain small pieces and build relationships. As such, pick-up events must be engaging and interactive. It is one thing to buy a piece of art; it is another to have the artists at pick-up to answer questions, talk about their project and just say "hello."

### **Basic Structure**

**Shareholders:** Fifty shares will be available for purchase at \$500 per share at the start of the "season." When sold out, the shares will generate \$25,000 to reinvest in commissioning artworks as well as defraying hard costs. All shareholders will agree to the terms and conditions of the CSA upon purchase of the share.

**Shares:** A share will consist of a total of nine original, small-scale artworks by nine different artists. The share will be delivered three pieces at a time at three separate pick-up events over a 12 month period.

**Artists/Artisans:** Nine local artists will be selected based on established criteria by a jury. Each artist will receive \$2,000 to produce 50 original, small-scale works. Artist will be assigned to one of the three pick-up events and required to deliver the work one week prior. All artists sign an agreement outlining the terms and conditions of receiving their participation.

**Pick-up Events:** Pick-up events will be fun, interactive evenings with food, drink and live music. These events will be for shareholders and one guest only. Each artist will be on hand to discuss their work, process and techniques. Shareholders will leave the events with three artworks.



**Mission, Goals and Priorities Supported**

The CSA program fits within the Community Gallery's mission to exhibit and sell the work of local artists. It supports two of the Arts Commission's Policy Planks: Economic Growth and Creative Spaces. Specifically, it aligns with initiatives around micro-granting and positioning the Community Gallery as a social and educational hub.

The CSA program would also further recommendations found in the Culture Connects Cartography by expanding access to: markets and ways to present work to audiences; capital; and professional networks.



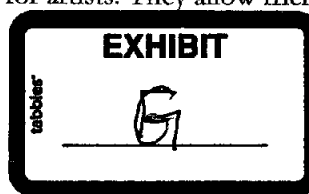
## **City of Santa Fe Arts Commission Community Gallery Pop Up Exhibits Guidelines**

As the City of Santa Fe Community Gallery continues to evolve its programming, we find it is increasingly meeting the need to provide a space and place to feature the work of local groups and organizations. In order to ensure that these exhibits continue to support the larger Community Gallery mission of supporting, displaying and selling the work of local artists, the following shall guide use of the gallery for Pop Up exhibits:

- A written proposal describing your organization's work, the nature and scope of the exhibit, artists who will be involved, and any other relevant information is required for Pop Up Exhibit consideration.
- All exhibits are subject to availability and schedule. Gallery programming is usually set 18 to 24 months in advance. Efforts are made to support a variety of community organizations. Each exhibit is a one-time use. Based on demand, organizations may be subject to a 2 to 3 year blackout before applying for a second Pop Up.
- Exhibits will be limited to 2 weeks or less, based on the Gallery schedule.
- The Gallery capacity requires a minimum of 40 works and a maximum of 100, depending on size.
- Please designate one individual from your organization to serve as the exhibit contact. This individual will be responsible for delivery, installation and fulfillment of exhibition expectations. To ensure smooth communication, this is the only individual with whom we will discuss exhibit details.
- Artwork must be delivered to the Gallery by your organization at the agreed upon date and time. Work received later this may not be allowed for display. The Gallery reserves the right to cancel an exhibit if the work is not delivered as agreed upon.
- Your organization will be responsible for the planning, preparation, installation and fulfillment of the exhibit and exhibit opening with limited assistance from Gallery staff. Gallery staff can provide feedback and technical assistance in the areas of lighting, installation and installation methods and materials.
- Gallery staff will be available for the limited purpose of providing technical and curatorial feedback.
- An MS Excel template will be provided for the purposes of creating an inventory. This document must be emailed to the Gallery on or before the designated delivery date/time. Please ensure the accuracy of all information prior to submitting.
- Organizations may provide their own artist labels, or the Gallery will generate them from the provided inventory. Please ensure the accuracy of the inventory prior to submission as the Gallery is not responsible for label errors.
- Organization may provide their own exhibit title approved by the Gallery or the Gallery will provide it. If the Gallery is providing, all content for the design and production of exhibit title wall must be provided by your organization three weeks prior to the opening.
- Organizations are responsible for providing all promotional materials, including printed flyers, advertisements, posters, etc. as well as the marketing and publicity of exhibition-related events (opening, etc.) to your members and constituency.
- The Gallery will include exhibit information and press release details on its website as well as promotion through social media and e-blasts.
- Exhibit openings are generally held on Thursday and Friday afternoons/evenings. The Gallery will provide sparkling water, cups and napkins.
- Any additional programming requests (workshops, classes, panel discussions, etc.) are subject to schedule and availability. Public programs take place on Wednesday evenings and Saturday afternoons.

### **About Exhibit Openings**

We encourage organizations to hold public openings in conjunction with their exhibits. These events provide important acknowledgement and celebration for artists. They allow friends, families and supporters to honor



the participants. Generally, we prefer simple, free, public events as they allow for broad participation, keep the focus on the exhibit and ease the burden for your organization.

Should your organization wish to include additional elements, we encourage you to discuss this with us as part of the exhibit proposal. Please keep in mind the following:

- Organizations may provide additional light food and beverage services. These services must be provided by a Santa Fe Community Convention Center (SFCCC) approved caterer.
- Organizations must follow all SFCCC policies, including the use of approved providers and payment of fees.
- Due to the limitation and nature of the Gallery, only cold foods may be served. There are no prep facilities; all food must be delivered ready to serve.
- Under some circumstances, organizations may need to contract and pay for private security.
- Private events must occur on a different day than a public event (i.e. a private VIP event may occur the day prior to a public opening, but not on the same day.)
- If music will be part of the event, all equipment/amplification must be provided by the musicians.
- We do not provide parking for volunteers, vendors, performers, etc.