

Community Services Department - Cultural Service Contracts FY2019 Quarterly Report

Check one:

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|-------------------------------------|---------------------|
| <input checked="" type="checkbox"/> | Q1 July –September |
| <input type="checkbox"/> | Q2 October-December |
| <input type="checkbox"/> | Q3 January-March |
| <input type="checkbox"/> | Q4 April-June |

Contractor:

Address: PO Box 284, 2132 Central Ave., Los Alamos, NM 87544 Telephone: 663-0477
Hours of Operation: 10:00 a.m. to 4:30 p.m. Monday, Wednesday-Friday; 9 am to 2 pm Tuesday
Name and Title of Person completing this report form: Christine Monteith, Interim Executive Director

The following services were agreed to in the contract:

SECTION A. SERVICES:

1. Contractor Services.

- a. Offer a children’s theater workshop designed for participation by the children of the entire community, usually lasting one (1) week during the summer months and culminating in a public performance;
- b. Provide noon-time musical or theatrical performances, approximately monthly;
- c. Provide a variety of evening musical, cinematic, or theatrical performances, including a special 50th anniversary performance for the community in 2017;
- d. Collaborate with County departments and/or other community cultural service providers in providing a minimum of four (4) events, activities, or programs during the fiscal year;
- e. Provide opportunities for youth and adult feedback and input into programs, events, and activities offered in by Contractor through surveying. Incorporate this information into the design and implementation of new and existing programs; and
- f. Disseminate information to the public regarding activities of the Contractor and by use of the news media, social media, newsletters and other appropriate means of announcing activities and events.

2. Deliverables. Contractor shall provide:

- A. An annual financial review performed by an independent party with acknowledged financial experience to include, at a minimum, all financial records relating to the Agreement Term, and furnishing County with a copy of such audit within ninety (90) days after the end of County’s fiscal year.

- B. Written reports, on forms provided by County, covering each three (3) month period of the Agreement beginning July 1, 2017. The reports shall include financial information describing Contractor's use and expenditures of County funding and, at a minimum, summary information describing:
- i. The efforts undertaken and the results of Contractor's solicitation of meaningful participant input and/or feedback and a demonstrated willingness to act on this information;
 - ii. The level of participation, reported by age, gender, and residence of the participants, in the various programs, events, and other activities associated with the Contractor;
 - iii. The level of increased visitation to the Los Alamos area as a result of the contractor's events, programs, and services, if applicable;
 - iv. The level and results of Contractor's collaboration and coordination of effort with other community service providers;
 - v. A description of any applications for grants or solicitations for other funding sources related to the scope of work and the status of the applications or solicitation efforts;
 - vi. A description of the Contractor's efforts to market/advertise events, programs and services;
 - vii. A summary description of the use of County funding to support Contractor's efforts to provide scholarships and/or to make classes affordable to lower income participants.

Contractor shall furnish these reports to County within thirty (30) days after the end of each reporting period.

Provide Quarterly Report information addressing the Deliverables listed in Section B above. (You may use charts, graphs, bulleted lists or other formats as long as measurable information regarding deliverables is provided.)

Preamble:

LAAC's first quarter of the year presented the following programs: The Sec Sandoval Chalk Walk as a part of Science Fest, Missoula Children's Theatre's performance of "Peter and Wendy", The Brown Bag Performances restarted in September, LA Daily Post Photo Award, A recital by Kay Newnam and Jaquelyn Helin, and the Rosalie Heller Annual Memorial Lecture. All programs, except the LA Daily Post Photo Award, the recital, and the Rosalie Heller Annual Memorial Lecture, were supported by the County. All programs were free. There was an invitation-only dinner the evening before the Rosalie Heller Annual Memorial Lecture that had a \$50.00 ticket to attend. The rental costs for the event were paid to the county for use of the Pajarito Room at Fuller Lodge.

An Interim Executive Director was put in to place at the beginning of July to cover daily tasks for the LAAC office, as well as coordinate events with organizations and the County. Christine (Chris) Monteith has been appointed to the position until December 31st, 2018, or until a new executive director has been appointed.

The LAAC board continues to work with the Fuller Lodge Art Center to determine if a deeper collaboration of the two organizations operations is feasible.

Summary of Financial and other Metrics of Programs (see chart)

Sec Sandoval Chalk Walk, July 14th, 2018 (Coordinated with SceinceFest)

Exp: \$132.88 Donations: \$6.00 Income: \$221.01 Admin: 252.50 Bal :-\$158.37
 Volunteer Hours: 12 Unique Patrons: Over 150, patrons walked through from multiple directions

Missoula Children’s Theatre, “Peter and Wendy”, July 22nd through 28th, 2018

Exp: \$5809.94 Dona’s: \$9.00 Income: \$2731.00 Grant: \$500.00 Admin: \$247.50 Bal: -\$2826.44
 Volunteer Hours: 20 Unique Patrons: 153

Brown Bag Performance, September 5th, 2018 Dan Marks

Exp: \$100.00 Donatoin: \$10.00 In Account: \$2000.00 Admin: \$63.75 Bal: \$1846.25
 Volunteer Hours: 2 Unique Patrons: 31

Recital by Kay Newnam and Jaquelyn Helin, August 26th, 2018

Exp: \$463.00 Donations: \$160.00 Admin: (Included in RHAML data) Bal: -\$303.09
 66 Unique Patrons

Rosalie Heller Annual Memorial Lecture and Dinner, Sept. 21st and 22nd, 2018

Exp: \$3735.25 Donations: \$5965.00 Dinner Sales: \$750.00 Admin: \$751.25 Bal: \$2228.50
 Volunteer Hours: 60 91 Unique Patrons from both dates

Collaborations Organized by LAAC

Meeting Dates

Arts Forum Meetings

July 9, Aug. 13, Sept. 10

Work on the scheduling of the 2018 Evening of Arts and Culture, coordinate with the County regarding advertising for the event, working on the booklet to be distributed to the community, as well as information to be distributed on the day of the event.

Other Important Events that Support Mission and Deliverables

- Interviews on KRSN (with Nancy Coombs) July 20th, 2018 for Missoula Children’s Theatre and September 19th, 2018 for the Rosalie Heller Annual Memorial Lecture
- Preparations with Los Alamos MainStreet and Creative District Office for the October “Art on Tap” series

Other information you want to share:

In addition to the public concerts and community programs that we produce, we maintain membership. Each member received a monthly preview newsletter and a quarterly synopsis newsletter (both newsletters are sent by email, and published on our website (pdf downloadable) with links on our Facebook page). Many of our members are donors beyond membership dues.

The Rosalie Heller Event was a success overall. The Lecture went very well, and the attendees enjoyed the presentation very much. The original donor for the event, Leon Heller, is very excited about the event continuing next year, and has started a committee to look for next year’s presenter already. Many of Rosalie’s former colleagues and students attended the lecture.

Missoula Children’s Theatre did not pay for itself this year. Normally we do not have this issue with the event, so we are looking into additional forms of funding for the event, and will be working on updating our advertising policy for the event. Of the responses that we received regarding the event, 8 out of 9 of the responses showed favorable experiences, and only one parent was disappointed with the event.

Annual Financial Review Attached? (Check one)	Yes Date of Report:	No X
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Financial Information:

<i>AGR17-702 Report on LAC Direct Funding Only</i> \$9,833.00	1st Quarter FY2019 (July – Sept)	2nd Quarter FY2019 (October – Dec)	3rd Quarter FY2019 (January – March)	4th Quarter FY2019 (April – June)
Type of Expense				
Personnel	940.25			
Supplies	130.00			
Event / Program	850.00			
Media	538.00			
Total Expenses	2458.25			

Performance Metrics:

Qtr 1 (July – Sep)

Participants served through Arts Council Programs Per Quarter:

491 directly, indirectly- 2850 people visited the website, more have visited our other social media sites and seen our displays in Fuller Lodge. An estimated 500 would have seen our ads in the newspapers and online advertising

Paid Staff Hours Per Quarter:

260 (one paid staff)

Volunteer Hours Per Quarter:

94 (10 Volunteers)

Participants Providing Feedback Per Quarter:

8 participants replied to the survey for Missoula Children’s Theatre. 150 or more patrons gave unsolicited commentary on their enjoyment of performances and lectures.

Participants Rating their Experience Good or Excellent Per Quarter

The 8 respondents for Missoula expressed satisfaction with the event. Participants in the Chalk Walk expressed their enjoyment in making art on the sidewalk, as well as seeing the art that others created during the event. Audience members from the Brown Bag Performance expressed their enjoyment of the performance. The audience at the Rosalie Heller Annual Memorial Lecture made a point to come up to all the people involved in the presentation to give their thanks for the lecture. Many got in touch with the Arts Council after the event to donate money to make the event possible again next year, as well as to say thank you again for the event.