**Town of Parker, Colorado logoCultural and Scientific Commission**

**MINUTES**

**Tuesday, January 23, 2024**

**5:30pm - PACE Center**

1. Call to Order

* Bethany called the meeting to order at 5:36pm

1. Roll Call
   * Commissioners: Terri Tilliss, Bethany Wood, Diana Norton, Annie Day, Michael Montoya, Tom O’Malley, Phil Kramer, Robert Sanchez, Tabitha LaRose Burroughs, Christine Kennedy, Katie Milazzo, Allen Rosen
   * Staff: Carrie Glassburn, Suzanne Velasquez, Kirstin Fletcher, Lindsay Bagby
2. Approval of Minutes from 11.14.23
   * Terri motioned to approve the minutes; Robert seconded the motion which carried unanimously.
3. Intro Ice Breaker
   * Terri led an icebreaker where each person shared their name and an interesting personal fact, each person then repeated the information of each previous person
4. Overview of Committees and Tasks – Staff Representatives and Committee Chairs
   * Parker Arts Lecture Series: Terri, Kirstin and Robert each shared some information about the Lecture series
     1. Some previous lecture topics, attendance ranging from 10-250 guests, frequency of committee planning meetings
     2. Kirstin provided a flier with the 2023/2024 Lecture dates and topics
   * Art in Public Places: Phil and Carrie shared information about the purpose and direction of this committee
     1. Annual Art Encounters selections
     2. Public Art Master Plan and budget, utility box wraps, itty bitty art
     3. Upcoming projects and ideas
   * History Committee: Lindsay and Bethany talked about what this committee offers to the public
     1. Crime and Wine events, research
     2. Parker Area Historical Society QR Codes at historic sites
     3. Heritage Center new ideas
   * Honey Festival Committee: Annie discussed the annual Parker Honey Festival, the first Sunday of August
     1. Bee and pollinator education
     2. Over 3500 attendees and 22 vendor/education booths
   * Science Committee: Lindsay and Robert discussed the annual Science Night event
     1. Partnership with Council of Art, Science and Culture (CASC)
     2. Many presenters and local science organizations attend to inform and educate with setting up booths and classrooms throughout the PACE Center
        1. Snapology LEGO engineering, Dinosaur Ridge, Museum of Nature and Science, CU Denver and many more
   * Strategic Planning Committee: Carrie discussed some ideas for the upcoming Strategic Planning process and how the committee will help with the process
5. Selection of Committees and Committee Chairs
   * Parker Arts Lecture Series:
     1. Chair – Terri
     2. Commissioners - Christine, Robert
   * Art in Public Places:
     1. Chair - Phil
     2. Commissioners - Diana, Michael, Christine
   * History Committee:
     1. Chair - Bethany
     2. Commissioners - Michael, Annie
   * Honey Festival Committee:
     1. Chair - Annie
     2. Commissioners - Tabitha, Tom
   * Science Committee:
     1. Chair - Robert
     2. Commissioners - Tabitha, Allen
   * Strategic Planning Committee:
     1. Chairperson not needed, Carrie will lead
     2. Commissioners - Bethany, Robert, Tom, Christine, Michael, Katie, Allen
6. Guidelines and Expectations of Commissioners
   * Bethany highlighted some items from the Guidelines and Expectations document
     1. Duties, mission of PCSC, public engagement, serving on committees, volunteering at commission events
     2. Meeting attendance requirements as outlined in the Rules of Procedure
     3. Communication
     4. Supporting Parker Arts and attending performances, member events, fundraisers and lectures as personal schedules allow
7. Housekeeping
   * Binder Updates – New Information and Handouts
     1. Contact list, Guidelines and Expectations, Resolutions and 2024 Budget were added to the Commissioner’s binders
   * Reviewing Terms **(postponed to March 19th meeting)**
   * Appoint Secretary and Minute Taker **(postponed to March 19th meeting)**
   * Committee Meeting Process - Agendas and Minutes
     1. Suzanne gave an overview of the procedures for public meetings and showed example templates of meeting agendas and minutes
     2. Staff Responsibilities
     3. Committee Chair/Member Responsibilities
8. Priorities and Overview of the Coming Year **(postponed to March 19th meeting)**
9. PCSC Meeting Process Discussion **(postponed to March 19th meeting)**
   * What is needed most?
   * Staff Spotlight
   * Snacks
10. Learning Opportunities/Guest Speakers/Outings/Tours **(postponed to March 19th meeting)**

Vi. New Business N/A

1. Adjournment
   * Robert motioned to end the meeting at 7:05pm; Annie seconded the motion which carried unanimously.

Next Meeting: March 19, 2023, 5:30pm to 7:00pm – Location TBD