

Corrales Arts, Community, Education Center Committee

Meeting Minutes

October 24, 2022

I. **Call to order: 9:32 a.m.**

Appointed Committee Members present: John Schumann, Jim Wright, Barbara Boyd, Jon Young, Tony Messec, Ken Duckert.

Advisors Present: Jim Kruger, Sandy Rasmussen, Angela Gutierrez

Village Staff and Leadership Present: None present

II. **Approval of Minutes from October 17th Meeting:** There were not enough committee members present who attended the October 17th meeting to approve or not approve the October 17th minutes. The motion to approve those minutes was placed in abeyance until the next committee meeting on October 31st.

III. **Updates on Action Steps:**

a. Develop Conceptual Drawing: John Schumann reached out to Brian Kilcup at Facility Build. They have an architect – Mark Steinkamp – that we will get to work with. Facility Build is interested in helping with the conceptual drawing but not the detailed architectural drawing. They would be interested in bidding on the building of the facility. John Schumann updated Tyson Parker on our strategy with Facility Build.

b. Feedback from the Village Mayor: John Schumann had a phone conversation with Mayor Fahey regarding the speed of the project. Following this conversation, we discussed our alternatives and decided to proceed with the business plan and conceptual drawing. John Schumann took the action step to get a meeting with the Mayor to discuss his concerns. John will include Jim Kruger, Ken Duckert, and Barbara Boyd. Items to be included in the discussion are:

- i. Learn from the Mayor – reasoning for a slowdown of the project? Is the next bond going to the Gym?

- ii. Sharing from the ACE Committee - want to prepare content including the conceptual drawing to gather funding starting now. Reminder the Adobe lease is up in 3 years.
- iii. Clarify relationship to the Village – Village will own the property but will not manage the property, the nonprofit will. The Village will have a contractual relationship with the managing nonprofit.

c. Funding Sources: As we raise funds we will use Corrales Main Street as the fiscal agent.

IV. **Update on EPA visit:** EPA came on October 20th for a Phase I assessment. It will be a month before the initial report is given to the Village. Additional testing such as gathering soil samples will be completed within the month as well.

V. Objective – Develop a 1-year Business Plan We updated the Business Plan

Objective – Develop a 1-year Business Plan

Goal	Action Step	Person Responsible	Date
<i>Develop 1-year budget</i>	<i>Completed</i>	<i>ACE Committee</i>	<i>October 17, 2022</i>
- \$60K for conceptual drawing by architect			
- \$10K for public outreach, collateral material, branding			
- \$5,000 for miscellaneous			
- <i>TOTAL of \$75,000</i>			
<i>Develop conceptual drawing</i>			
- Engage Facility Build for initial concept drawing	Contact to set up following meetings	John Schumann	By October 24
- Meet with Facility Build	Provide tour of Adobe Theater	John Schumann, Barbara Boyd, Jon Young	By October 28
	Meet with ACE Committee	John Schumann to arrange	On October 31 at St. Felix meeting room
<i>Identify sources of funding for first year</i>			
- Identify sources of seed money	Sandoval County -Commissioner Jay Block -Economic Dev Dept Main Street -Corrales -New Mexico State -NM Arts Council -Legislators Corrales -Corrales Arts Center -CCAC	John S, Jon Y, Angela (ICIP - \$1M already listed for this project) Angela, Jim K Sandy Lobby for support after election Jim W John S	By 11/1 By 11/30 By 11/30 11/9 10/31 11/9

	-Adobe Theater -CSA -Village -ACE Committee members -PTAs -Ex Novo -Casa Vieja -Frontier Market Group -Trees of Corrales -SWOP -Corrales Realty (Ann and Lynn) Private -Individuals – RMD and QCD -Corporate – Intel, Film Industry, PNM, NM Gas, AT&T, Comcast, Century Link, Heritage Hotels Federal -NEA -Senator Ben Ray Lujan Foundations	Barbara Ken Jim K Ken D and Angela Jim K Jon Y Sandy Jim K Sandy Tony Put in MS news - Angela Wait for concept drawing and more information for larger requests John S	11/14 11/9 11/15 12/10 11/15 11/15 11/15 11/15 11/15 11/15 11/1 11/30
Develop a Marketing Plan			

VI. Overall process flow:

- a.** Get the conceptual drawing (drawing number 3)
- b.** Once we have drawing, we'll know if we need the additional \$60,000
- c.** The ACE Committee will personally start funding the first-year budget
- d.** Talk to the Mayor before we approach other small investors
- e.** Then approach other small investors
- f.** Include letter in Main Street publication about RMD and QCD
- g.** Put information into Corrales Comment and Rio Rancho Observer

VII. Adjournment: The meeting adjourned at 11:00 a.m.

NEXT MEETING: The next regular meeting is *9:30 a.m., October 31*. Please note the starting time will be 9:30. The meeting will be held at the St. Felix Food Pantry at 4010 Barbara Loop in Rio Rancho. We will continue working on the business plan, the next part is the marketing plan. Then we will move to a multi-year business plan.

Respectfully submitted,

Barbara Boyd, Recording Secretary