

Corrales Arts, Community, Education Center Committee

Meeting Minutes

November 14, 2022

I. **Call to order: 9:36 a.m.**

Appointed Committee Members present: John Schumann, Barbara Boyd, Jon Young, Tony Messec, Jim Wright, and Linda Parker.

Advisors Present: Jim Kruger, Angela Gutierrez, Sandy Rasmussen

Village Staff and Leadership Present: None present

Approval of Minutes from November 7th Meeting: On a motion by Linda Parker and a second by Jim Wright, the minutes from the committee meeting on November 7th were unanimously approved as prepared.

II. **Updates on Action Steps:**

- a.** John Schumann reported the Tax Identification Number (TIN) has been obtained for The Friends of the Corrales ACE Center (legal name of the new entity). The fiscal year for the new entity defaulted to calendar year and the committee agreed to keep it at a calendar year.
- b.** John Schumann is preparing the Articles of Incorporation which is needed to allow us to function as an organization. Nadine Shea, lawyer, will review the Articles of Incorporation. She also recommended we establish as a C Corp which the committee accepted. Jim Kruger has an account with the Secretary of State and can file the Articles upon completion.
- c.** The next step is to file the 1023 with the IRS to obtain nonprofit status. Once this filing is submitted, we are allowed to function as a nonprofit.
- d.** We will establish a bank account with New Mexico Bank & Trust, and we will use QuickBooks for our accounting. Jim Kruger will create a separate company in his copy of QuickBooks and will manage our accounts.
- e.** We are having initial conversations with Terry Cosper about D&O insurance. Tony Messec will review the policy before we sign.
- f.** We discussed the possibility of storage containers if we do not have enough space within the facility. There are many possibilities, and The Adobe Theater is willing to use them if needed.

III. **Review the Facility Build Concept #2 dated Nov 1, 2022** We spent the rest of our time together reviewing the concept drawing which included feedback from The Adobe Theater board and staff.

- a.** Provide a large entry door to store flats and furniture under the seats through the portal or other side entry.
- b.** Agree to remove two columns on either side of the seating to provide better sight lines. Will eliminate 32 seats.
- c.** With the removal of 32 seats, create false wall to block view of the restrooms. Switch the order of restrooms and notch out from Storage room and elevator.
- d.** Need to confirm that the sink room in the storage area includes a janitor's mop basin. And include space for stackable washer and dryer in that area
- e.** Reduce loading dock area and shorten the ramp. A semi-tractor size is not necessary. Move the large door to the side of the storage area from the back.
- f.** Add 8 feet on either side of the stage – can take the space from the storage area and some from the stage itself.
- g.** Former loading dock area will become dedicated rehearsal space.
- h.** Make the Green room 20x20. Remove the unisex bathroom between the green room and the dressing rooms. Remove that hallway as well.
- i.** Reduce kitchen size to 16x16. The kitchen is intended to be a caterer's kitchen with a warming oven, two sinks, a stove and oven, dishwasher, cabinets, and counter space.
- j.** Move the vestibule towards the seating after the elimination of the 2 columns of seats on that side. Move the office to where the vestibule was and pick up some classroom space in classroom #2.
- k.** Want to add a board room of 25x28 in the northern section. If needed to create this space after all the other movements, remove the unisex bathroom and showers to the east of the dressing rooms.
- l.** Consider adding a lighting and sound control space for the outside courtyard and stage.
- m.** Jon Young recommended we obtain a 3-D virtual tour of the ACE Center instead of a physical model. This would allow us to share with the Village more easily. And a virtual tour would more easily accommodate any changes.
- n.** Make the main entrance the portal with glass doors on the middle two doors.

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

NEXT MEETING: The next regular meeting is *9:30 a.m., November 21*. Please note the starting time will be 9:30 at the Village Community Center. We will not be meeting on November 28th.

Respectfully submitted,

Barbara Boyd, Recording Secretary

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

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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	Completed Nov 1
- Meet with Facility Build	Provide tour of Adobe Theater	John Schumann, Barbara Boyd, Jon Young	Completed Nov 1
	Meet with ACE Committee	John Schumann to arrange	Completed Nov 2
<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 -Adobe Theater	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 Barbara	By 12/15 By 12/15 By 12/15 12/15 12/15 12/15 12/15

	-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	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	12/15 12/15 1/10 12/15 12/15 12/15 12/15 12/15 12/15 12/15 12/15
<i>Develop a Marketing Plan</i>			
- Identify resources to help develop marketing plan and branding	Heidi Ames – HIHO Design Sammi – OHBOYSAM	Jim K to contact after the meeting with the Mayor	11/7

