

Pottery Lab Working Group (PLWG) FINAL Meeting Notes  
September 24, 2012  
Iris Center, 3198 N. Broadway

**Attendance**

PLWG Members: Loretta Cihacek, Ann Fontenot, Donna Gartenmann, Christy Gunter, Alice Guthrie, Teri Olander, Nancy Utterback, and Bob Yates

By Phone: Julia Freiburger

Facilitator: Heather Bergman

Additional City Staff: Sadia Sattar

**Variables and Constraints Matrix**

The Pottery Lab Working Group agreed that the most recent version of the Matrix of Options for Management and Operations of the Pottery Lab was updated and available for Kirk's review.

**Draft Recommendations Document Update and Discussion**

Members of the Working Group reviewed the Draft Recommendations and decided to add and clarify the following information:

- Include the amount of time spent by the Working Group to educate ourselves and develop recommendations
- Add more details to the Space definition related to building needs and restraints, potential growth and revenue
- Revise the transition time to "up to 5 years" for a Public-Private Partnership
- Clarify the level of City subsidy would decrease, but not disappear, for a Public-Private Partnership
- Include the number of Working Group members who prefer each of the options and those who are undecided at this time
- Finalize the language for the recommendation related to management of the Pottery Lab should there not be any interest from providers and/or should the Public-Private Partnership fail

**Transition Plan for a Public-Private Partnership**

The Working Group reviewed the Draft Transition Plan developed by the Transition Sub-Committee (Alice, Christy, Julia, Loretta, and Nancy). The following topics were discussed and will be incorporated into the document:

- Time frame will be related to the session offerings
- Clarify provider options including sole source, pilot program or other creative purchasing options
- Include financial subsidy information
- Maintenance agreement will need to be determined and included
- Add requirements to keep the pottery program public and not turn into a guild, continue as an educational facility and program that is available to all members of the public, and serve underserved populations
- Require a fundraising plan as part of the RFI/RFP application process

### **Future Involvement from the Pottery Lab Working Group**

As the majority of the work of the Working Group has been completed, the Working Group discussed what future involvement would be needed.

- Two members should review the Draft RFI, RFP and proposals
- PRAB will continue to advise in a separate role
- Two members may serve on an advisory committee

### **Process and Timeline for PLWG Recommendation**

1. The PLWG submits preliminary recommendations or options to Kirk Kincannon, Director of Boulder Parks and Recreation, in September, who will review with City Manager's Office in October
2. The PLWG integrates feedback from Kirk and then presents it to PRAB at October 22<sup>nd</sup> PRAB meeting.
3. The PLWG develops DRAFT Request for Information
4. Joint recommendation from Parks and Recreation staff and PRAB go to Council in November (to be determined based on Council's schedule).
5. See below for future meeting dates.

### **Next Meeting**

1. **A tentative meeting is scheduled for Monday, October 15<sup>th</sup> from 3-5:00 pm, Iris Center, lower conference room, 3198 N. Broadway.**
2. PRAB meeting, October 22<sup>nd</sup>, 6:00 pm, City Council Chambers, Broadway and Canyon.
3. Future meeting dates/timeline: TBD