

**MINUTES OF A MEETING OF THE HALAGUENO ARTS PARK  
ADVISORY BOARD OF THE CITY OF CARLSBAD, NEW MEXICO,  
HELD IN THE PLANNING ROOM AT THE MUNICIPAL BUILDING, 101 N.  
HALAGUENO, CARLSBAD, NM  
MONDAY, FEBRUARY 12, 2024 AT 11:00 A.M.**

**Voting Members Present:** Julia Heaton  
Carla Dungan  
Therese Rodriguez  
Wren Prather-Stroud

**Voting Members Absent:** Judy Murray  
Cindy Elkins  
Linda Pruit

**Also Present:**

K.C. Cass	Director of Municipal Services
Andie Britt	Executive Secretary
Edward VanScotter	Museum Director
Sarah Jones	Library Director
Kat Davis	Carlsbad Mainstreet
Dianne Joop	President of Creative Carlsbad

**1. ROLL CALL AND DETERMINATION OF A QUORUM**

Roll call of those present was taken by Andie Britt. It was determined that a quorum was present.

**Present:** Julia Heaton, Carla Dungan, Therese Rodriguez, Wren Prather-Stroud

**Absent:** Judy Murray, Cindy Elkins, Linda Pruit

**2. APPROVAL OF AGENDA**

Julia Heaton asked for Agenda item number three and number five be switched so that the chair and vice chair could be elected first. The motion was made by Julia Heaton and seconded by Wren Prather-Stroud to approve the Agenda of the February 12, 2024 meeting with the stipulation of switching Agenda item number three and five. The vote was as follows.

**The vote was as follows:**

**Yes:** Therese Rodriguez, Wren Prather-Stroud, Carla Dungan, Julia Heaton

**No:** None

**3. DISCUSSION AND VOTE ON COMMITTEE CHAIRPERSON AND VICE CHAIRPERSON**

The motion was made by Wren Prather-Stroud and seconded by Carla Dungan to approve Julia Heaton as Chairperson, Carla Dungan as Vice Chairperson, and Cindy Elkins as Treasurer.

**The vote was as follows:**

**Yes:** Therese Rodriguez, Wren Prather-Stroud, Carla Dungan, Julia Heaton

**No:** None

**4. DISCUSSION AND VOTE ON TIME AND PLACE OF MEETINGS**

The motion was made by Carla Dungan and seconded by Wren Prather-Stroud to meet in the Planning Room at City Hall, the day of the meeting was changed from the second Monday of the month to the second Tuesday of the month at 11 A.M.

The vote was as follows:

Yes: Therese Rodriguez, Wren Prather-Stroud, Carla Dungan, Julia Heaton

No: None

**5. APPROVAL OF MEETING FREQUENCY – QUARTERLY MEETINGS**

The motion to quarterly meetings to happen in February, May, August and November was made by Carla Dungan and seconded by Wren Prather-Stroud.

The vote was as follows:

Yes: Therese Rodriguez, Wren Prather-Stroud, Carla Dungan, Julia Heaton

No: None

**6. DISCUSS BOARD GUIDELINES**

The Agenda item was tabled until the next meeting in May.

**7. REVIEW OF ROBERT'S RULES OF ORDER**

The board members reviewed the simplified version of Robert's Rules and would read thoroughly before the May meeting.

**8. UPCOMING EVENTS AND PROJECT UPDATES**

Julia Heaton reviewed the cities liability around hosting events in the park. All events must be arts focused. Julia stated the park has 38 sculptures, and one mural that needs to be maintained and thought of when hosting any event. Edward asked Julia if Heritage Fest would still be considered an arts event. Julia confirmed. Julia asked Sarah Jones about the upcoming event in the park. Sarah said it was an Easter egg hunt and that all involved would be told to avoid the taped off areas as well as the nursery area, Sarah also confirmed there would be no hiding of eggs on the sculpture bases. K.C. Cass said phase 5 of the Halagueno Arts Park Improvement project has stalled a little bit due to the budget. K.C. completed the budget adjustment and the project will move forward again. The contractor should be back in March to move into the next phase. Kat Davis asked when the project would be finished, K.C. stated he could not say because the fabrication of the screens for placement behind the sculptures would take some time. K.C. ended with saying that all materials have been procured so they will be good to move forward once the contractor arrives. Edward VanScotter told the board he plans to work over the next several years towards getting the Carlsbad Museum accredited with the American Alliance of Museums (AAM). Kat Davis told the board as of February 2, 2024 MainStreet has been officially designated arts and cultural district. There are four signs proclaiming the designation, Kat wants to meet with her MainStreet Board and this board on placement around the downtown area.

**9. ITEMS FOR FUTURE DISCUSSIONS**

The board agreed to discuss the standing of the Halagueno Arts Park Advisory Board Guidelines at the next meeting. Discuss possibility of a gala once the park project is completed to honor and celebrate the approval of the designation of the arts and cultural district. Discuss possibility of Museum getting/using audio guides or app for deeper appreciation of exhibits.

**10. ADJOURN**

The motion was made by Wren Prather-Stroud and seconded by Carla Dungan to adjourn.

The vote was as follows:

Yes: Therese Rodriguez, Wren Prather-Stroud, Carla Dungan, Julia Heaton

No: None

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Chairman

DRAFT