

Albion Cultural Exchange Committee Meeting Minutes, Calendar, and Information

1/20 /21 Meeting Minutes

Members Present: Chris Carino, Kathy Frey, Doug Henning, Joy Schilling

Guest: Jonathan Chines

Minutes: Meeting minutes from 12/9/20 were approved as written.

ACE Building

- **ACE Building Sign:** ZBA approved proposal. Several caveats include lights to be within 2700 – 3300 Kelvin range and lights to go off by 11pm. 20 day holding period starts on 1/19 when it was filed. On 2/8, can submit order for sign fabrication. Hoping to target March installation.
- **Bathrooms Update:** Trash cans purchased and other supplies such as soap, sanitizer, paper towels. Chris to submit receipts.
- **Chestnut Street Entrance / Accessible Entrance / Rear Entrance - Bid Package**
 - There is an 9inch step up at the rear entrance from the outside down into the building rear entrance that the architect apologies for not having factored into the current plans. Need ramp or other solutions to address and will add costs to project, maybe as much \$20k. The town DPW is plugged into the plans and the situation, and is interested in helping to pursue options.
 - The architect to recap the current situation and to hold off on costing out alternatives until next steps are determined.
- **Architect Updates:** A new architect is coming on onboard who has experience with public buildings. He has received a building tour and a summary of recent, current, and future building initiatives. He will start to work current architect on master planning.
- **Lighting and Flooring Improvements**
 - A lighting designer has had a tour and there was discussion on various lighting improvement options. Has provided several estimates ranging from \$2k to \$20k.
 - Flooring improvements are a priority due to safety concerns with the existing flooring. Starting to assess costs and options.
 - These are the initial forays into lighting and flooring improvements which the committee is eager to pursue options, costs, eco-impacts and improvements. Future effort will include various town resources such as the DPW, electrician, etc.
- **Building Improvements:**
 - Additional artwork hanging systems were recently installed.
 - The 'beverage counter' was removed and the wall patched and painted.
 - There was discussion on options for the peninsula in the former payment area and how to better leverage the space near the storage room (with the fridge, freezer, and sink) for future food service

Programming / Events

- **Upcoming Events**

- 'New Beginnings' art show targeted to run from February thru April. The show will feature art from local artists and will follow the latest town/state protocol for gatherings. The Savings Bank provided funding for PPE equipment that was recently purchased. Media and signage are in progress. State guidelines for gatherings will be followed. Chris Carino is the ACE POC for this event.

ACE Website

- The hosting services have been changed to Amazon web hosting and will result in a reduction in cost.
- Web redesign is in progress

ACE Building Usage – Application Process

- There was discussion about updating and tightening up the building reservation process. The current library process was discussed. Kathy to next look at the Americal process and will report back to the committee at a future meeting/

ACE Committee Membership

- Committee member renewals for 3 members are coming up
- 2 new candidates to also join the committee will submit their applications

2021 ACE Events Calendar:

Month	1 st Thur Event	Event	Coordinators and ACE Points of Contact	Event Concept Confirmed?
Feb - April		Art Show: New Beginnings	Chris Carino	Confirmed

2020 ACE Events Calendar:

Note: April thru year end events cancelled due to COVID 19

Month	1 st Thur Event	Event	Coordinators and ACE Points of Contact	Event Concept Confirmed?
Feb 26 - 29		Arts & edibles	Ann Marie Gallivan	Confirmed
April 28		Room to Write event		Tentative
April 23-25		Art Blooms on Albion		Confirmed
May?		Acapella — WHS Choral	Chris	To be Confirmed
May		Wakefield Cultural Council Reception	Red Carpet Event/ Joy	To be Confirmed
May		Wakefield High School AP Art Show	Red Carpet Event/ Joy	To be Confirmed
June	1 st Thurs	Wakefield High School JV Art Night	Joy	To be Confirmed
Oct	1 st Thurs	Nimble Thimblers Quilt Show	Kathy	To be Confirmed
Dec	1 st Thurs	ACW Art Show in tandem with Wakefield Holiday Stroll	Kathy	To be Confirmed
Dec		Acapella	Chris	To be Confirmed
TBD		Fall / Winter ACW Art Show (multiple days)	Kathy	To be Confirmed

Additional Albion Cultural Exchange Committee Info

ACE Committee Open Items:

- Promotion and communications
- Figure out the phone logistics now that ACE has a phone number.
- Joy is going to work on ACE info/flyer to be included in future Wakefield 101 materials.
- Membership levels
- Building Usage Guidelines (see below)
- Continue to refine the Building Usage Request form
- ACE mission statement
- Permanent ACE signage
- Bank account

Subcommittees:

- ***Press Releases*** subcommittee (John and Chris)
- ***Email program*** (Doug Henning)

Link to Wakefield related arts and cultural groups and businesses:

https://docs.google.com/a/wpsk12.org/spreadsheets/d/188dn-DQs5vZMk06dfNTXF3lQR9A_kPCbSylsVewuO20/edit?usp=sharing

Google calendar for ACE events and activities. To use this public calendar, you will need to subscribe to use it. albionculturalexchnge@gmail.com

ACE Building Wifi password: Wakefield (Note: the W is capitalized)

ACE Building Usage Rules/Guidelines

- Capacity: Seated: 50 / Standing: 125 / Classroom style with Tables: Less than 50
- Available Facilities and Equipment
- Main Gallery space including 1st floor office and food serving area
- 60 chairs / Six 6' tables
- Refrigerator and Freezer
- Trash Barrels and Recycle Barrels
- Carry in and Carry Out policy for trash and recycles
- Event coordinators are responsible for clean up after event
- Event coordinators responsible for all promotion and advertising
- ACE Committee will feature event on the ACE Website
- If the event is a fundraiser activity, then a 5% fee is due to the Albion Cultural Exchange building
- Need to include damage liability statement

Additional Albion Cultural Exchange Committee Info, Continued

Suggestion List for 1st Thursday or other ACE Events:

- Quilters Exhibit by Quilters Common of Wakefield
- Donald Wong: Qi Gong
- Friends of Lake Quannapowitt – Art Show
- Health and Wellness Event
- Comedy Night
- Celtic Knot Drawing (Joy)
- Arts Night with multiple events of music and visual artist demo's
- Restaurant Week Energy\Concept
- Music in the Street with Music Studios LB and Onset
- Honk Festival? Musicians in the Street

Pool of Promotional and Activity Ideas:

- Painting the crosswalk in front of the building (corner of Albion & Main)....maybe have people pose in it at events and takes pictures to start a new tradition..like the famous Beatles Photo....Abbey Way?
- Switchbox Art Project - or other name depending on public art locations identified inside of the immediate area which could be the overlay Arts District
- Public Art displays.....sculptures and other "installation options"
- Lake Art Walk concept
- Painting of light poles on Albion Street
- T – Shirt fundraiser

2019 ACE Events Calendar:

Month	1st Thur Event	Event	Coordinators and ACE Points of Contact
March	1 st Thurs	Arts & Edibles	Ann Marie Gallivan
May 2	1 st Thurs	Acapella – WHS Choral	Chris
May 8		Wakefield Cultural Council Reception	Red Carpet Event/ Joy
May 9		Wakefield High School AP Art Show	Red Carpet Event / Joy
June 6	1 st Thurs	Wakefield High School JV Art Night	Joy
July	1 st Thurs	<i>No event due to town 4th of July festivities</i>	
Oct	1 st Thurs	ACW Art Show (multiple days) – <i>Music for Your Eyes</i>	Kathy
Nov	1 st Thurs	Andy Levine Art Show	
Dec 19		Acapella	Chris

2018 ACE Events Calendar:

2018 Month	1st Thur Event	Event	Coordinators and ACE Points of Contact
January	1 st Thurs	<i>No event scheduled</i>	
Feb 1		Card Making Class	Doug and Mrs Henning
Feb 7	1 st Thurs	Word Art Signs	John
March 2	1 st Thurs	Arts & Edibles	Ann Marie Gallivan, Joy
April 5-7	1 st Thurs	Art Blooms on Albion	Ann Marie Gallivan, Joy
May 4	1 st Thurs	Spring Acapella	Chris
May 5		Mini-Metal Book Making Class	Doug
May 16		Wakefield Cultural Council Reception	Joy
May 17		Wakefield High School AP Art Show	Joy
June 7	1 st Thurs	Wakefield High School JV Art Night	Joy
Nov 18		Wakefield Garden Club Member Event	Chris
Dec 1 -2		ACW Art Exhibit	Kathy
Dec 21		Holiday Acapella	Chris

2017 ACE Event Calendar: First Thursdays and Other Events

2017 Month	1st Thur Event	Event	Coordinators
January		<i>No event scheduled</i>	
February		<i>No event scheduled</i>	
March 2	1 st Thurs	Film Screening: <i>Food Fight</i>	
April 6	1 st Thurs	Art Blooms on Albion	
April 20		Play 15: Music Mini-lessons	School vacation week
May 4	1 st Thurs	<i>No event (conflict with town mtg)</i>	
May 17		Wakefield Cultural Council Reception	
May 18		Wakefield High School AP Art Show	
May 19 /20		Shaw Art Show	
May 25		ACW Art Demo Night	ACE Point of Contact: kathy
June 1	1 st Thurs	Wakefield High School JV Art Night	ACE Point of Contact: Joy
July	1 st Thurs	<i>No event scheduled</i>	
August	1 st Thurs	Moana ' Sleep In' for Kids	LauraMarie Small ACE Point of Contact: Tasha
Aug 23		Sweet Bay Arranging Class	Tasha is the ACE POC
September	1 st Thurs	One Degree Public Art Project	Ann Marie Gallivan is the POC
Sept 9		Bread Store – Baking Event	Chris is the POC The Bread shop is selling tickets
Sept 18		Writers Gathering	Proposed by Colleen Getty Doug is the POC
Sept 23		Sweet Bay decorating class	
Oct 5	1 st Thurs	Movie: 'Food Fight'	Chris is the POC
Nov 2	1 st Thurs	Class: Holiday Card and Tag Class	ACE Point of Contact: kathy
Nov 9		Garden Club workshop	Chris is the POC
Dec 1 - 3		ACW Art Exhibit	Coordinate with Holiday Stroll ACE Point of Contact: Kathy
Dec 7	1 st Thurs	FOLQ art show	Joy is POC
Dec 22		Acapella	Chris is POC

Initial Focus Areas for 2017

- Near term: Form and Rules for ACE Building Usage
- Near term: Wakefield 101 Info sheet for the ACE
- Near Term: 1st floor painting and clean up and 1st floor bathroom and sink
- Near term: Exterior signage for the building
- Mid-term: Usage plan.
- Once near term is completed, put energy into having events in the building and increasing awareness and usage of the Cultural Exchange