

## Albion Cultural Exchange Committee Meeting Minutes, Calendar, and Information

### 05/05/21 Meeting Minutes

Members Present: Chris Carino, Kathy Frey, Doug Henning, Donna Murphy, Tracy Shea, AnnMarie Gallivan,

**Minutes:** No prior minutes to review.

#### Introduction of New Committee Members

- Welcome to AnnMarie and Tracy as the newest members!

#### ACE Building

- **ACE Building – Front Projection Sign**
  - Installed on Patriots Day; sign wiring pending. Invoice has been sent for final payment
  - Buntings updated (purchased from Blanchard Awning)
  - Great Job by Sardella Display & Signs and by John Connors Sign Installation & Flag Pole Service (offered future bunt change out service and Flagpole on roof)
  - Open item: explore where to put front flag pole as fixture is where sign is now
- **Building Maintenance**
  - Recent building alarm issues reported to DPW, but alarm has not been malfunctioning much lately; will continue to monitor
  - Rear alley cleaning and gate moving - it looks great! Fence chained up and padlock installed to protect electrical and for general safety. Future plan: move gate next to rear entrance door.
- **Lighting & Ceiling Painting Projects (New front sign wiring and 1<sup>st</sup> floor gallery lighting)**
  - Electrical install estimate received from Sanibel Electric. Minimal lead-time required. \$9,800 estimate for wiring the gallery and new sign wiring
  - Working with Testa Lighting. \$2,800 estimate includes fixture schedule assistance/guidance, getting pricing info, managing bid, and supervising install
  - Radiator removal on 2<sup>nd</sup> floor needs to be scheduled for new sign light\timer install.
  - Open items: who to remove old ceiling fixtures and new fixture costs
  - Next steps are the fixture schedule; need to create specifications
  - Waiting on Ceiling painting estimates
- **Flooring Project**
  - Test results and abatement\encapsulation options discussed with DPW.
  - Abatement estimate is \$9,800 – DPW exploring covering/sharing the cost
  - Abatement crew lead-time is within two weeks.
- **Main Floor Wall Air Handler**
  - Air handler not viable option given tall ceilings. Exploring other options. Not an immediate priority
- **Overall Projects Timing:** Looking to summer months for primary ceiling and floor activity
- **Architect Updates:** \$5,100 invoice for recent architecture support and activity

## Programming / Events

- 'New Beginnings' Show
  - 'New Beginnings' art show to be taken down soon due to upcoming building improvements.
  - Thank you to the artists who participated and to the Savings Bank and the local community for all of the support.
- Looking to schedule several annual WHS art shows in May and June
- The Arts Collaborative of Wakefield (ACW) continues to plan for an October art show.

## 2021 ACE Events Calendar:

<i>Month</i>	<i>1<sup>st</sup> Thur Event</i>	<i>Event</i>	<i>Coordinators and ACE Points of Contact</i>	<i>Event Concept Confirmed?</i>
Feb - April		Art Show: New Beginnings	Chris Carino	Confirmed
May	TBD	Wakefield High School AP Art Show	Joy Schilling	To be Confirmed
June	TBD	Wakefield High School JV Art Night	Joy Schilling	To be Confirmed
October	TBD	Art Show: Square Works	Kathy Frey	To be Confirmed

## 2020 ACE Events Calendar:

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

<i>Month</i>	<i>1<sup>st</sup> Thur Event</i>	<i>Event</i>	<i>Coordinators and ACE Points of Contact</i>	<i>Event Concept Confirmed?</i>
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 <sup>st</sup> Thurs	Wakefield High School JV Art Night	Joy	To be Confirmed
Oct	1 <sup>st</sup> Thurs	Nimble Thimblers Quilt Show	Kathy	To be Confirmed
Dec	1 <sup>st</sup> 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

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## **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](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](mailto: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 1<sup>st</sup> 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 1<sup>st</sup> 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:

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

### 2018 ACE Events Calendar:

<b>2018 Month</b>	<b>1<sup>st</sup> Thur Event</b>	<b>Event</b>	<b>Coordinators and ACE Points of Contact</b>
January	1 <sup>st</sup> Thurs	<i>No event scheduled</i>	
Feb 1		Card Making Class	Doug and Mrs Henning
Feb 7	1 <sup>st</sup> Thurs	<b>Word Art Signs</b>	John
March 2	1 <sup>st</sup> Thurs	<b>Arts &amp; Edibles</b>	Ann Marie Gallivan, Joy
April 5-7	1 <sup>st</sup> Thurs	<b>Art Blooms on Albion</b>	Ann Marie Gallivan, Joy
May 4	1 <sup>st</sup> Thurs	<b>Spring Acapella</b>	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 <sup>st</sup> Thurs	<b>Wakefield High School JV Art Night</b>	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

<b>2017 Month</b>	<b>1<sup>st</sup> Thur Event</b>	<b>Event</b>	<b>Coordinators</b>
January		<i>No event scheduled</i>	
February		<i>No event scheduled</i>	
March 2	1 <sup>st</sup> Thurs	<b>Film Screening: <i>Food Fight</i></b>	
April 6	1 <sup>st</sup> Thurs	<b>Art Blooms on Albion</b>	
April 20		<b>Play 15: Music Mini-lessons</b>	School vacation week
May 4	1 <sup>st</sup> 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 <sup>st</sup> Thurs	<b>Wakefield High School JV Art Night</b>	ACE Point of Contact: Joy
July	1 <sup>st</sup> Thurs	<i>No event scheduled</i>	
August	1 <sup>st</sup> Thurs	<b>Moana ‘ Sleep In’ for Kids</b>	LauraMarie Small ACE Point of Contact: Tasha
Aug 23		Sweet Bay Arranging Class	Tasha is the ACE POC
September	1 <sup>st</sup> Thurs	<b>One Degree Public Art Project</b>	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 <sup>st</sup> Thurs	<b>Movie: ‘Food Fight’</b>	Chris is the POC
Nov 2	1 <sup>st</sup> Thurs	<b>Class: Holiday Card and Tag Class</b>	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 <sup>st</sup> Thurs	<b>FOLQ art show</b>	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: 1<sup>st</sup> floor painting and clean up and 1<sup>st</sup> 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