

Albion Cultural Exchange Committee Meeting Minutes, Calendar, and Information

11/7/18 Meeting Minutes

Members present: Chris Carino, Kathy Frey, Doug Henning, Tony De Marco, Tasha Shlake Festel

Next Regular Meeting: 12/5/18 at 7pm at the Albion Cultural Exchange

Minutes:

- The September meeting minutes were approved.

Members:

- Joy Schilling's committee re-appointment is pending town committee approval

ACE Building:

- New Bathrooms on the First Floor:
 - Chris submitted the request for bids on 9/6 and has followed up with the town administration on when an update will be available.
 - As there has been interest in the safe door, there was discussion on selling it. There was agreement to pursue the opportunity with the caveat of looking for a minimum of \$1000.

ACE Non-profit Structure:

- There was discussion about the success of the ACE building concept and how adding bathrooms will be a significant catalyst to ACE being even more successful as we'll be able to have more/longer events and to pursue fee and rental income. Looking to future plans for building structural improvements and to ensure that ACE is positioned for continued and optimum success, there was discussion on if being a non-profit would be beneficial, especially in terms of being able to successfully fund raise. We wondered what legal structures are typical (and successful) for similar arts and cultural buildings.
- A motion was made and carried to spend up to \$5,000 to explore non-profit operational and fund raising legal structures for the ACE organization.

Programming / Events

- ***Upcoming Events***
 - Motion made and carried to approve the request for the Wakefield Garden Club to have a member only event on 11/18. Chris is the ACE POC.
 - Planning is underway by the Arts Collaborative of Wakefield for the annual ACW art show on the first weekend of December. The show will be in tandem with the Holiday Stroll on 12/1. Kathy and Doug are the POCs.
 - Arrangements are being made for the annual Holiday Acapella in December. Chris is the POC.
 - Motion made and carried to approve the request for the ARTS & edible art show in March 2019, from 3/4 - 3/10.

2018 ACE Events Calendar:

2018 Month	1st Thur Event	Event	Coordinators and ACE Points of Contact	Event Concept Confirmed?
January	1 st Thurs	No event scheduled		
Feb 1		Card Making Class	Doug and Mrs Henning	Confirmed
Feb 7	1 st Thurs	Word Art Signs	John	Confirmed
March 2	1 st Thurs	Arts & Edibles	Ann Marie Gallivan, Joy	Confirmed
April 5-7	1 st Thurs	Art Blooms on Albion	Ann Marie Gallivan, Joy	Confirmed
May 4	1 st Thurs	Spring Acapella	Chris	Confirmed
May 5		Mini-Metal Book Making Class	Doug	Confirmed
May 16		Wakefield Cultural Council Reception	Joy	Confirmed
May 17		Wakefield High School AP Art Show	Joy	Confirmed
June 7	1 st Thurs	Wakefield High School JV Art Night	Joy	Confirmed
Nov 18		Wakefield Garden Club Member Event	Chris	Confirmed
Dec 1 -2		ACW Art Exhibit	Coordinate with Holiday Stroll ACE Point of Contact: Kathy	Confirmed
Dec 6		Holiday Acapella	Chris	In Progress

Annual ACE Events Calendar:

Month	1st Thur Event	Event	Coordinators and ACE Points of Contact
January	1 st Thurs	No event scheduled	
Feb	1 st Thurs		
March	1 st Thurs	Arts & Edibles	Ann Marie Gallivan, Joy
April	1 st Thurs	Art Blooms on Albion	Ann Marie Gallivan, Joy
May	1 st Thurs	Acapella	Chris
May		Wakefield Cultural Council Reception	Joy
May		Wakefield High School AP Art Show	Joy
June	1 st Thurs	Wakefield High School JV Art Night	Joy
July	1 st Thurs	No event scheduled	
August	1 st Thurs		
September	1 st Thurs		
Oct	1 st Thurs		
Nov	1 st Thurs		
Dec 6	1 st Thurs		
Dec		ACW Art Exhibit (multiple days)	Coordinate with Holiday Stroll ACE Point of Contact: Kathy
Dec		Acapella	Chris

Additional Albion Cultural Exchange Committee Info

ACE Committee Open Items:

- Promotion and communications
- Building Logo
- 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

ACE Building Usage Rules/Guidelines

- Capacity: Seated: 50 / Standing: 125 / Classroom style with Tables: Less than 50
- Available Facilities and Equipment
- Limited bathroom facilities – single toilet and sink in the basement
- 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
- Advertising
- 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

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

Additional Albion Cultural Exchange Committee Info, Continued

Subcommittees:

- **Press Releases** subcommittee (John and Chris)
- **Logo** subcommittee (Nick, Tasha, and John)
- **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 (the W is capitalized)

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

2017 ACE Event Calendar: First Thursdays and Other Events

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

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