

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

### **1/23/19 Meeting Minutes**

Members present: Chris Carino, Kathy Frey, Doug Henning, Tony De Marco, Tasha Shlake Festel, Joy Schilling  
Guests: Sam Stella

Next Regular Meeting: 2/6/19 at 7pm at the Albion Cultural Exchange

#### **Minutes:**

- The November meeting minutes were approved.

#### **Members:**

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

#### **ACE Building:**

- New Bathrooms on the First Floor:
  - Bids/Proposals:
    - Discussed a builder proposal from Mark Verrette.
    - The town continues to pursue bids
  - Agreement to focus on a single bathroom with plumbing for an additional bathroom. This enables us to leverage the current state funding received to date for a bathroom and to use remaining funds for additional work/projects. There is flexibility with this approach and will be adjusted as needed based upon the actual cost.
  - There was a tour in November with a builder and the architect from Phoenix.
- There was a flood on November 28<sup>th</sup> due to a rainstorm resulting in standing water of 3 inches. The town addressed the issue. Note: there was flooding in the prior year, too.
- A broken basement window was fixed by the town.

#### **ACE Non-profit Structure:**

- Continued efforts to investigate non-profit structure as an option for ACE.
- Discussions are in progress with Ed Dombroski being the Town Council liaison for ACE
- Background: adding bathrooms will be a significant catalyst to ACE being even more successful as it will allow for 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.

#### **Programming / Events**

- ***Previous Events***
  - The following prior events were discussed and were all successful:

- The Wakefield Garden Club had a member only event on 11/18.
- The annual Arts Collaborative of Wakefield Art Show in tandem with the Holiday Stroll was over the first weekend of December.
- The annual Holiday Acapella was the Friday before Christmas
- **Upcoming Events**
  - The ARTS & edible art show in March 2019 will be using the building from 3/4 - 3/10.
  - Art Blooms on Albion will be in April with AnnMarie Gallivan coordinating the event.
  - Repeat annual events for 2019 include
    - Wakefield Council Annual Reception in May. Chris to contact Caroline Leiber
    - The AP Art Show in May. Joy is the POC
    - The Spring Acapella in May. Chris to reach out to contacts
    - JV Art Show in June. Joy is the POC
    - ACW Annual Art Show on the first weekend of December

## **ACE Web Site Redesign:**

- Tony discussed the idea of a redesign for the ACE Web site.
- There will be deeper discussion at the next meeting.

### 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	No event scheduled	
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		<b>Holiday Acapella</b>	Chris

### 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>	<b>Event Concept Confirmed?</b>
January	1 <sup>st</sup> Thurs	No event scheduled		
Feb	1 <sup>st</sup> Thurs	No event scheduled		
<b>March</b>	<b>1<sup>st</sup> Thurs</b>	<b>Arts &amp; Edibles</b>	Ann Marie Gallivan	Confirmed
<b>April</b>	<b>1<sup>st</sup> Thurs</b>	<b>Art Blooms on Albion</b>	Ann Marie Gallivan	Confirmed
<b>May</b>	<b>1<sup>st</sup> Thurs</b>	<b>Acapella</b>	Chris	
May		Wakefield Cultural Council Reception	Joy	
May		Wakefield High School AP Art Show	Joy	Confirmed
<b>June</b>	<b>1<sup>st</sup> Thurs</b>	<b>Wakefield High School JV Art Night</b>	Joy	Confirmed
July	1 <sup>st</sup> Thurs	Typically no event due to 4 <sup>th</sup> of July		
August	1 <sup>st</sup> Thurs			
Sept	1 <sup>st</sup> Thurs			
Oct	1 <sup>st</sup> Thurs			
Nov	1 <sup>st</sup> Thurs			
Dec	1 <sup>st</sup> Thurs			
Dec 7		ACW Art Exhibit (multiple days) In tandem w/ Holiday Stroll	Kathy	Confirmed
Dec		<b>Acapella</b>	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 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
- 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 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

**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](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 (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

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### 2017 ACE Event Calendar: First Thursdays and Other Events

2017 Month	1 <sup>st</sup> Thur Event	Event	Coordinators
January		No event scheduled	
February		No event scheduled	
March 2	1 <sup>st</sup> Thurs	<b>Film Screening: Food Fight</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	No event (conflict with town mtg)	
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	No event scheduled	
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 6roject</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