

Albion Cultural Exchange Committee Meeting Minutes, Calendar, and Information

6/5/19 Meeting Minutes

Members present: Chris Carino, Kathy Frey, Joy Schilling, and Karen Gagne

Guests: Paul Reavis

Next Regular Meeting: 8/7 at 7pm at the Albion Cultural Exchange

Minutes The minutes from the May 2019 meeting were approved.

ACE Building

- **New Bathrooms on the First Floor:**
 - Chris and Mike Kilkelly are completing the Bid Package to be submitted to the DPW to be entered into the bid system. It includes stamped drawings, specs manual, and estimates.
 - Mike to deliver the bid package by 6/14.
 - The committee wishes the retiring DPW director the very best. The director has been an involved and supportive town official for the ACE building. An open item for this committee is to work with the DPW on a transition plan for ongoing support and involvement.
 - Next steps: Chris and Mike to work with the town DPW to coordinate next steps to get the bid into the bid system. Once the package is entered into the bid system, we wait for bid responses
- The **Visioning Session** with this committee and Mike has been pushed to a future meeting.
- **Physical Plant:**
 - A new flag was purchased and buntings have been installed
 - Chris to pursue having the AC unit in the computer/storage room removed
 - Joy volunteered to clean out the 1st floor safe and move ACE and Arts Collaborative of Wakefield items and supplies to an office on the 2nd floor.
 - Pursuing lockable cabinets for storage for the 2nd floor.
- **In-house Art:** reminder that there is art available in the building for display. We're not sure of the best way yet to leverage the art and where to have a small ongoing display.

ACE Structure/ Promotion / Fundraising

- **ACE Non-profit Structure:** discussion on options and resources to pursue the non-profit structure for ACE. One resource that was highlighted is the MAPC staff.
- **Digital Storytelling Video**
 - For multiple purposes including fund raising, marketing, and communication
 - Initial budget of \$500. The ACE subcommittee is Chris, Kathy, and Joy
 - Andy Levine is the process of scheduling interviews. He will provide regular updates to Chris on his progress
- Chris did an **ACE overview** at a recent Chamber related event where there was positive interest and support. The Cummings Foundation is potential source for funding. The Food Bank expressed interest in being involved in the next Art & Edibles event.

- **ACE Logo** – there was agreement that now is the time to redesign the ACE logo. This will be pursued over the next few meetings.

Town Council Updates

- Mehreen Butt is the **Town Council member appointed liaison** for arts and culture which includes the Albion Cultural Exchange.
- Chris has provided a written update on ACE and has reached out to Town Council members and extended **ACE building tour invitations**

Programming / Events

- **Previous Events – the following were recent annual events that were well attended:**
 - First Thurs - 5/2: Spring Acapella with WHS Choral Voices of Steel, She Major & In Big Treble.
 - 5/8: Wakefield Cultural Council Annual Reception. This was a red carpet event
 - 5/9: The AP Art Show. Joy is the POC. This was a red carpet event
- **Upcoming Events**
 - First Thursday – 6/6: JV Art Show in June. Joy is the POC
- **Future ideas**
 - Movie night – Karen gave an update on her research into possible options for movie nights
 - The Arts Collaborative of Wakefield is confirmed for the Music for your Eyes exhibit as the first Thursday event for October

Digital Subcommittee: Tony and Tasha to provide an update at the next meeting

2019 ACE Events Calendar:

Month	1 st Thur Event	Event	Coordinators and ACE Points of Contact	Event Concept Confirmed?
March	1 st Thurs	Arts & Edibles	Ann Marie Gallivan	Completed
May 2	1 st Thurs	Acapella – WHS Choral	Chris	Completed
May 8		Wakefield Cultural Council Reception	Red Carpet Event/ Joy	Completed
May 9		Wakefield High School AP Art Show	Red Carpet Event / Joy	Completed
June 6	1 st Thurs	Wakefield High School JV Art Night	Joy	Confirmed
July	1 st Thurs	No event due to town 4 th of July festivities		
Sept	1 st Thurs			
Oct	1 st Thurs	ACW Art Show (multiple days)	Kathy	Confirmed
Nov	1 st Thurs			
Dec	1 st Thurs			
Dec 7		ACW Art Show (multiple days) In tandem w/ Holiday Stroll	Kathy	Confirmed
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

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 (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
- 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

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

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