

Albion Cultural Exchange Committee Meeting Minutes, Calendar, and Information

8/7/19 Meeting Minutes

Members Present: Chris Carino, Kathy Frey, Doug Henning and Karen Gagne

Next Regular Meeting: 9/4 at 7pm at the Albion Cultural Exchange

Minutes The minutes from the June 2019 meeting were approved with a change.

ACE Building

- **New Bathrooms on the First Floor:**
 - There were meetings on 6/28 and 7/19 with the architects, DPW, Chris, the MEP engineer, and Mike Kilkelly to review the bid package materials, including the necessary drawings identifying electric, plumbing, etc. The next review is scheduled for Thursday.
 - Next Steps: After the review is completed, 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:**
 - The DPW has removed the AC unit in the computer/storage room. Thank you to the DPW and Chris for making this happen!
 - The DPW removed the old drapes and cardboard boxes.
 - Several pieces of furniture have been donated to ACE including a café height table with 3 chairs and a foldable table. Thank you to John Natalie, Laurie Hunt, and Chris Carino.
 - Joy and Kathy to clean out the 1st floor safe and to move ACE and Arts Collaborative of Wakefield items and supplies to an office on the 2nd floor.
 - Safe Door – Chris is working with Peter Sandorse on potential buyer for the safe door.
 - The American flag has been hung on the front of the building
 - The committee approved purchasing 1 lockable cabinet and 4 shelving units.

ACE Structure/ Promotion / Fundraising

- **Digital Storytelling Video**
 - For multiple purposes including fund raising, marketing, and communication
 - Andy Levine has completed interviews with 3 state hours reps (Brodeur, Lewis, and Wong), Steve Maio, Kathy Frey, Joy Schilling.
 - Andy will begin the editing process on 8/8
- **ACE Logo**
 - There was discussion and agreement for Andy Levine to manage the logo redesign process especially as this ties into the video.
 - ‘Logo Tournament’ is the web site we’ll use to redesign the ACE logo.
 - It was recommended and approved by the committee to spend \$500 on the logo redesign.
 - Management fee of \$175 for Andy Levine
 - Up to 325\$ for the Logo Tournament fee.

Town Council Updates

- Chris recently gave **ACE building tours** to Anne Santos and Jonathan Chines
- Additional invitations have been extended to the remaining council members

Programming / Events

- **Previous Events – the following were recent annual events that were well attended:**
 - June 1st Thursday: The Wakefield Highschool JV Art Show on 6/6. This annual show continues to be a successful event.
- **Upcoming Events**
 - October 1st Thursday: **Music for Your Eyes art show** by the Arts Collaborative of Wakefield.
 - 2nd weekend in November: **Andy Levine art show** (The request form was reviewed and approved by the ACE committee.)
- **Future ideas**
 - **Movie night** – tabled to the next meeting.

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

2019 ACE Events Calendar:

<i>Month</i>	<i>1st Thur Event</i>	<i>Event</i>	<i>Coordinators and ACE Points of Contact</i>	<i>Event Concept Confirmed?</i>
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			
Nov 8, 9		Andy Levine Art Show (multiple days)		Confirmed
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		No event scheduled	
February		No event scheduled	
March 2	1 st Thurs	Film Screening: Food Fight	
April 6	1 st Thurs	Art Blooms on Albion	
April 20		Play 15: Music Mini-lessons	School vacation week
May 4	1 st 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 st Thurs	Wakefield High School JV Art Night	ACE Point of Contact: Joy
July	1 st Thurs	No event scheduled	
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