

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

### 12/4/19 Meeting Minutes

Members Present: Chris Carino, Kathy Frey, Doug Henning, Donna Murphy

Next Regular Meeting: 1/8 at 7pm at the Albion Cultural Exchange

**Minutes** October minutes were approved. There were no minutes for the informal meeting in November.

#### ACE Building

- **New Bathrooms on the First Floor:**
  - The bid for \$87k was selected.
  - Chris gave updates on recent DPW and contractor meetings. Chris to provide updates to the architect and get input on paperwork from the contractor.
  - There are two bills in progress for the bathroom assessment and bids process.
  - There was discussion on if a dumpster would be necessary.
  - Discussed thoughts and options for building usage during construction.
- **ACE Vision - Next Focus Areas:** As agreed at the October meeting, architectural analysis is underway with a focus on options for the rear of the building and possible elevator locations. A pivotal and necessary step is to understand the existing building/property easements; this analysis is underway. Chris has an upcoming meeting with Mike Kilkelly.
- **Relocation of items in the Vault:** The items will be moved out of the vault shortly.

#### ACE Structure/ Promotion / Fundraising

- **Digital Storytelling Video**
  - The committee watched a rough cut of the video and provided feedback.
  - Discussion on various venues to leverage the video
  - Discussion on key deliverables to wrap up the video
- **ACE Logo**
  - The primary logo graphics have been completed. A media kit will be developed and will be launched in Q1 2020 and will be incorporated into the ACE website and other materials.
- **Website Re-design** is dependent upon the logo media kit being completed.

#### Programming / Events

- **Review of Recent Events**
  - October First Thursday: Arts Collaborative of Wakefield (ACW) exhibit, *Music for Your Eyes*, was a very successful event with high attendance. The wall hanging system is a great success and improves display options and exhibit overall appearance.
- **Upcoming Events**
  - The ACW notified the ACE committee that unfortunately this year they will not be able to coordinate their annual Holiday Stroll exhibit.
  - A Cappella is confirmed for 12/19

- **Proposed events:** The following were approved:
  - ARTS & edibles - ACW exhibit confirmed for 2/27- 2/29
  - Room to Write event – confirmed for 4/28
  - Art Blooms on Albion – ACW exhibit is confirmed for 4/23 – 4/25
- **Potential impact of bathroom construction:** The impact of construction on the events calendar isn't yet fully known and will gel as the contractor timetable is better understood.

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

**2020 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>
Feb	1 <sup>st</sup> Thurs	Arts & edibles	Ann Marie Gallivan	Confirmed
April 18		Room to Write event		Confirmed
April 23-25		Art Blooms on Albion		Confirmed
May		Acapella – WHS Choral	Chris	<i>To be Confirmed</i>
May		Wakefield Cultural Council Reception	Red Carpet Event/ Joy	<i>To be Confirmed</i>
May		Wakefield High School AP Art Show	Red Carpet Event / Joy	<i>To be Confirmed</i>
June	1 <sup>st</sup> Thurs	Wakefield High School JV Art Night	Joy	<i>To be Confirmed</i>
July	1 <sup>st</sup> Thurs	No event due to town 4 <sup>th</sup> of July festivities		
Oct	1 <sup>st</sup> Thurs	ACW Art Show (multiple days)	Kathy	<i>To be Confirmed</i>
Dec	1 <sup>st</sup> Thurs	ACW Art Show in tandem with Wakefield Holiday Stroll	Kathy	<i>To be Confirmed</i>
Dec		Acapella	Chris	<i>To be Confirmed</i>

## **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-DQs5vZMk06dfNTXF3IQR9A\\_kPCbSylsVewuO20/edit?usp=sharing](https://docs.google.com/a/wpsk12.org/spreadsheets/d/188dn-DQs5vZMk06dfNTXF3IQR9A_kPCbSylsVewuO20/edit?usp=sharing)

**Google calendar for ACE events and activities.** To use this public calendar, you will need to subscribe to use it. [albionculturalexchng@gmail.com](mailto:albionculturalexchng@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 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

### 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

#### **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		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