

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

### 2/5/20 Meeting Minutes

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

Next Regular Meeting: March 4th at 7pm at the Albion Cultural Exchange

**Minutes** December minutes were approved. There were no minutes for the informal meeting in January.

#### **ACE Building**

- **New Bathrooms on the First Floor:**
  - The bathroom work is in progress: framed and sheet rocked, plumbing connections installed.
  - Targeting end of February for completion
  - Chris will contact the general contractor about cleaning up the space and the timing of the building event.
- **New Locks:** The ACE building has new locks and the keys cannot be duplicated. 5 keys have been signed out to committee members.
- **Front Lights not functioning:** Recently the front lights have been out. Chris is following up with both the bathrooms general contractor and the town to address.
- **ACE Vision - Next Focus Areas:**
  - Brief discussion on architect's proposal of elevator location and cost options, and impacts on handicap access options. Prices from a professional estimator are in the \$350k to \$500k range. Overall factors to consider include cost and funding, internal vs. external location, abutter considerations.
  - Committee agreement to pursue handicap access as next major focus area and to continue elevator analysis.

#### **ACE Structure/ Promotion / Fundraising**

- **Digital Storytelling Video**
  - Chris to send Andy Levine, Joy, and Doug an email indicating that Joy and Doug will pursue wrapping up edits on the work done to date.
  - Chris to pursue additional video work with a WHS video arts student.

#### **Programming / Events**

- **Review of Recent Events**
  - The following recent events were discussed; all went well without issue: Holiday Window Painting Coordination Location, Holiday A Cappella concert, and the Sunrise Movement meeting.
- **Upcoming Events**
  - Art & edibles: ACW exhibit confirmed for 2/27- 2/29. Kathy and Joy are ACE POC's
  - Art Blooms on Albion: ACW exhibit is confirmed for 4/23 – 4/25. Will incorporate the Wakefield Garden Club. Kathy and Joy are ACE POC's
  - Room to Write: tentatively on the schedule for April 28
  - Spring A Cappella concert: annual event; no firm date yet

## 2020 ACE Events Calendar:

<i>Month</i>	<i>1<sup>st</sup> Thur Event</i>	<i>Event</i>	<i>Coordinators and ACE Points of Contact</i>	<i>Event Concept Confirmed?</i>
Feb 26 - 29		Arts & edibles	Ann Marie Gallivan	Confirmed
April 28		Room to Write event		Tentative
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	<i>No event due to town 4<sup>th</sup> of July festivities</i>		
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-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. [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
- 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
- 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

### 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>
March	1 <sup>st</sup> Thurs	Arts & Edibles	Ann Marie Gallivan
May 2	1 <sup>st</sup> Thurs	Acapella – WHS Choral	Chris
May 8		Wakefield Cultural Council Reception	Red Carpet Event/ Joy
May 9		Wakefield High School AP Art Show	Red Carpet Event / Joy
June 6	1 <sup>st</sup> Thurs	Wakefield High School JV Art Night	Joy
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
Nov	1 <sup>st</sup> Thurs	Andy Levine Art Show	
Dec 19		Acapella	Chris

### 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