

Albion Cultural Exchange Committee Meeting Minutes, Calendar, and Information

5/6/20 Meeting Minutes

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

Guests: Mehreen Butt, Paul Reavis

Next Regular Meeting: June 3rd at 7pm

Minutes February 5th minutes are pending review.

ACE Building

- **New Bathrooms on the First Floor:**
 - Bathrooms have minor finishing/re-work to be completed, including trim tile re-mediation
 - Wall Hanging system for the outer bathroom wall will be pursued
- **ACE Vision - Next Focus Areas:**
 - **Elevator:** 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. The key dependency at this point is fund raising.
 - Committee agreement to pursue handicap access as next major focus area and to hold off on the elevator.
 - **Rear Entrance Re-mediation:** Discussed the architect diagrams for the rear entrance improvements and to become ADA compliant. Reminder that there is an 8-foot easement that runs parallel from the back of the building along the back of the Bank on to Chestnut Street that protects access to the building. Unanimous agreement to a) pursue the 'basic' option, b) set aside \$50k for funding, and c) approve Chris initiating the bid package with the town DPW.

Town Council Presentation Update

- An invite to present to the council earlier this year was deferred enabling the ACE committee to prepare presentation materials. 3 documents were reviewed and approved for presentation. Chris and Mehreen to finalize date/time details.
- The presentation materials include: intro letter, elevator/rear entrance study, and presentation deck.
- Committee agreement to make the presentation available to Mass Cultural Council and other interested and key parties.

ACE Promotion

- **Digital Storytelling Video -**
 - Work will continue on the video and to build out the ACE ongoing story

Bill Payments

- The following were approved by the committee:
 - Architect: \$3,800 for Elevator and Rear Entrance studies
 - Wall Hanging System: approximately \$100
 - Andy Levine: video work for approximately \$550
 - Minor hardware for Bunting: less than \$100

Programming / Events

- **Impact of COVID 19:** Numerous ACE events have been cancelled since March thru June. When events can again take place at ACE is not yet known. The committee will follow the appropriate state and town guidelines.
- Chris to explore **virtual event simulcast craft classes** with Sparkled at Heart.
- **Recent Event:**
 - Art & edibles: this annual ACW exhibit on 2/27- 2/29 was a great success
- **Upcoming Events – All physical events are cancelled until further notice**
 - Art Blooms on Albion: ACW exhibit 4/23 – 4/25
 - Room to Write: tentatively scheduled April 28
 - Spring A Cappella concert: annual spring event
 - Wakefield Cultural Council Reception - May
 - Wakefield High School AP Art Show – May
 - Wakefield High School JV Art Night – June

2020 ACE Events Calendar:

Month	1 st Thur Event	Event	Coordinators and ACE Points of Contact	Event Concept Confirmed?
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		<u>Wakefield Cultural Council Reception</u>	<u>Red Carpet Event/ Joy</u>	<i>To be Confirmed</i>
May		<u>Wakefield High School AP Art Show</u>	<u>Red Carpet Event/ Joy</u>	<i>To be Confirmed</i>
June	1 st Thurs	Wakefield High School JV Art Night	Joy	<i>To be Confirmed</i>
Oct	1 st Thurs	Nimble Thimblers Quilt Show	Kathy	<i>To be Confirmed</i>
Dec	1 st Thurs	ACW Art Show in tandem with Wakefield Holiday Stroll	Kathy	<i>To be Confirmed</i>
Dec		Acapella	Chris	<i>To be Confirmed</i>
TBD		Fall / Winter ACW Art Show (multiple days)	Kathy	<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

Google calendar for ACE events and activities. To use this public calendar, you will need to subscribe to use it. 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 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
- 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

2019 ACE Events Calendar:

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

2018 ACE Events Calendar:

2018 Month	1st Thur Event	Event	Coordinators and ACE Points of Contact
January	1 st Thurs	No event scheduled	
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