

Albion Cultural Exchange Committee Meeting Minutes, Calendar, and Information

Meeting: 8/2/17

Members: Chris Carino, Doug Henning, Kathy Frey, Joy Schilling, Tasha Shlake Festel,
(Not present: Adam Pinkney)

Guests: Steve Maio, Paul Reavis, Michael Kilkelly

Next Regular Meeting: 9/6 at 7pm at the Albion Cultural Exchange building, 9 Albion St.

I. Meeting Minutes

Minutes: the 6/28 monthly meeting minutes were approved.

Membership Changes

- Chris regretfully informed the committee that Mike Salvatore has resigned from the ACE Committee.

ACE Building Improvements

- Architect Proposals:
 - Mike Kilkelly, architect, presented himself and his firm, along with a 'Project Launch' proposal/bid.
 - The committee agreed on 8/22 for the date to meet with the other architecture firm, Phoenix.
- Signage:
 - Kathy presented two different outdoor/indoor 6f x 2.5f banners to be used for temporary signage. The cost was less than 90\$ and she will submit a bill to Chris.
- Physical Plant
 - Chris has submitted a request to the DPW for exterior clean up improvements.
 - There was discussion on the Event Planning Committee's usage of several rooms on the 2nd floor for storage. There was general agreement that as the EPC is no longer an organization that a notification will be sent asking for the removal of all items by year end and to return all building keys.
 - Longer term, the committee would like to replace keys with a building access keypad system.
 - Discussions are underway with Sweet Bay for front door beautification.
 - The birdseed from a nearby store owner appears to no longer be an issue.

Event Reviews

Discussed the following ACE events:

- 7/23 – Sweet Bay Flower Arranging Class. A successful event.

Events – Upcoming

Discussed event logistics and ACE Points of Contact (POC) for the following:

- 1st Thursdays:
 - August 1st Thursday – Kidcasso. LauraMarie Small – Tasha is the ACE POC
 - Sept: One Degree Public Art project: Ann Marie Gallivan is the POC

- Oct – open. Chris to pursue options
- November: holiday cards and tags – Kathy is the ACE POC
- December: ACW art show – Kathy is the ACE POC
- Other Upcoming Events:
 - August: ACE will not be having an event during the upcoming Festival Italia
 - 8/23– Sweet Bay Arranging Class is being planned. Tasha is the ACE POC
 - 9/9 – Bread Store: Baking oriented event with The Bread Shop. The store will be handling all ticket sales. Chris is the POC
 - 9/18 = Writers Gathering: Proposed by Colleen Getty, The Room to Write. The ACE committee approved the request. Doug will be the ACE POC.
- Potential Upcoming Events
 - Late Sept: Sweet Bay decorating class is a possibility
 - FOLQ – possible fall art show – is being explored

Donations and Funding:

- WHS Class of 1954. Arrangements are being made for a small donation to ACE. Chris is the contact point

Mission Statement

- Joy has sent out requests to the committee members to complete the online survey to get input on the ACE mission statement

Event Proposal Form and Event Guidelines (see draft in section III of this document)

- Chris has started using the draft of the Event Proposal Request form and the Event Guidelines. This has been a good starting place and both will continue to be refined as they are used more.
- The Event Planning committee has been folded under the Main Streets committee. At the next meeting, ACE will discuss communicating with the committee about the storage arrangements for the items currently in the building.

II. ACE Event Calendar: First Thursdays and other events

- Open dates will be finalized at a later date

<i>Month</i>	<i>1st Thur Event</i>	<i>Event</i>	<i>Coordinators</i>	<i>Event Concept Confirmed?</i>
January		<i>No event to be scheduled</i>		
February		<i>No event to be scheduled</i>		
March 2	1 st Thurs	Film Screening: Food Fight		Confirmed
April 6	1 st Thurs	Art Blooms on Albion		Confirmed
April 20		Play 15: Music Mini-lessons	School vacation week	Confirmed
May 4	1 st Thurs	<i>No event (conflict with town mtg)</i>		
May 17		Wakefield Cultural Council Reception		Confirmed
May 18		Wakefield High School AP Art Show		Confirmed
May 19 /20		Shaw Art Show		Confirmed
May 25		ACW Art Demo Night	ACE Point of Contact: kathy	Confirmed
June 1	1 st Thurs	Wakefield High School JV Art Night	ACE Point of Contact: Joy	Confirmed
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	Confirmed
Aug 23		Sweet Bay Arranging Class	Tasha is the ACE POC	Confirmed
September	1 st Thurs	One Degree Public Art 3roject	Ann Marie Gallivan is the POC	Confirmed
Sept 9		Bread Store – Baking Event	Chris is the POC The Bread shop is selling tickets	Confirmed
Sept 18		Writers Gathering	Proposed by Colleen Getty Doug is the POC	
Sept ?		Sweet Bay decorating class		Tentative
October	1 st Thurs	<i>Open</i>	Fall Decoration Class?	Tentative
November	1 st Thurs	Class: Holiday Card and Tag Class	ACE Point of Contact: kathy	Tentative
December	1 st Thurs	ACW Art Exhibit	Coordinate with Holiday Stroll ACE Point of Contact: Kathy	Confirmed

- **Suggestion List for 1st Thursday or other ACE Events:**

- Health and Wellness Event
- Comedy Night
- Celtic Knot Drawing (Joy)
- Arts Night with multiple events of music and visual artist demo’s
- Donald Wong: Qi Gong
- Friends of Lake Quannipowitt – Art Show
- Quilters Exhibit by Quilters Common of Wakefield – targeted for sometime in 2018. Pat Kowalczyk is the point of contact.

III. DRAFT - Form and Rules for ACE Building Usage – initial thoughts....

A. Form: to include lead time requirements

- Event Description, including concept, logistics, and benefit
- Targeted Audience
- Targeted Dates / Times
- Requestor and Point of Contact info
- Arts and Culture Benefit
- Funding / Expenses
- Cost vs. Free
- Fundraiser
- Equipment to be brought in

B. Rules/Guidelines: Both to include damage liability statement

- 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

IV. Additional Cultural Exchange Committee Info

Initial Focus Areas for 2017

- a) Near term: Form and Rules for ACE Building Usage
- b) Near term: Wakefield 101 Info sheet for the ACE
- c) Near Term: 1st floor painting and clean up and 1st floor bathroom and sink
- d) Near term: Exterior signage for the building
- e) Mid-term: Usage plan.
- f) Once near term is completed, put energy into having events in the building and increasing awareness and usage of the Cultural Exchange

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

Open Activities and Topics

- 1) ACE logo
- 2) ACE mission statement
- 3) Permanent ACE signage
- 4) Bank account
- 5) Future promotional and activity suggestions – See Ideas list below

Possible ACE Event Ideas

- 1) Move Restaurant Week Energy\Concept(March Concept) to Mid June Concert and Food Festival on Albion Street
- 2) Music in the Street with Music Studios LB and Onset
- 3) Honk Festival? Musicians in the Street

Pool of Promotional and Activity Ideas:

1. Public Piano: future agenda item to figure out how to best leverage / use the piano
2. 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?
3. Switchbox Art Project - or other name depending on public art locations identified inside of the immediate area which could be the overlay Arts District
4. Public Art displays.....sculptures and other "installation options"
 - a. Lake Art Walk concept
5. Painting of light poles on Albion Street
6. T – Shirt fundraiser