

Albion Cultural Exchange Committee Meeting Minutes, Calendar, and Information

Meeting: 8/22/17

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

Guests: Steve Maio, Peter Sandorse

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

Meeting Minutes

Minutes: the 8/2 monthly meeting minutes were approved as corrected.

ACE Building Improvements

- Architect Proposals:
- Peter Sandorse, architect, presented himself and his firm, Phoneix, along with a proposal.
- After much discussion on the Phoenix and the Space Command bids, the committee agreed to move forward with Phoenix bid.
- Physical Plant
 - For the ACE's open request, the DPW is planning to do exterior clean up improvements in the coming weeks.
 - Chris is going to connect with chair of the Main Streets committee to discuss storage lease arrangements for the EPC items being stored in several rooms on the 2nd floor.
 - Discussions are underway with Sweet Bay for front door beautification.
 - Chris is currently working on Wifi for the building.
 - Plans are underway for adding security cameras to building.

Event Reviews

Discussed the following ACE events:

- August 1st Thursday – Kidcasso, LauraMarie Small. Tasha was the ACE POC

Events – Upcoming

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

- 1st Thursdays:
 - 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:
 - 8/23– Sweet Bay Flower Arranging Class. Tasha is the ACE POC
 - 9/9 – Bread Shop event. The store is handling all ticket sales. Chris is the POC
 - 9/18 - Writers Gathering, Colleen Getty from The Room to Write. Doug is ACE POC.
 - 9/23: Sweet Bay decorating class. POC is TBD

- 10/29: Albion Street Halloween event. The committee discussed options for a Halloween related activity to hold in the building during the event.

Building Usage and Requests

- Request from The Reading Symphony Orchestra to use the building for meeting space on the 2nd Wednesday of the month. The committee approved the request.
- Request from Garden Club, Barbara Carino, to use the building on 11/9 for a Holliday Workshop event. The committee approved the request.
- Request from Chris Carino for a Creativity Bootcamp concept which needs to be further defined. The committee approved of the concept and looks forward to additional details.
- Request from FOLQ for an art show in possibly November. The committee approved request with the understanding that the timing is not likely to be doable and suggests Feb or Mar 2018.
- Request from Roman Music Therapy to use the building for music related event on 11/3. The committee did not approve the request as it cannot be accommodated at this time.
- The Arts Collaborative of Wakefield will continue to have meetings at the ACE building on the 3rd Wednesday of the month.
- There was discussion about the benefits of the new ACE Building Usage Request form

Google Calendar

- Chris has created a Google calendar for ACE events and activities. To use this public calendar, you will need to subscribe to use it.
- albionculturalexchnge@gmail.com

Donations and Funding:

- WHS Class of 1954 made a donation of \$325 to ACE. Evelyn Ring was the primary contact. Chris will complete a press release.

ACE Building Usage Rules/Guidelines - *Open item*

- 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

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 scheduled</i>		
February		<i>No event scheduled</i>		
March 2	1 st Thurs	Film Screening: <i>Food Fight</i>		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 23		Sweet Bay decorating class	POC is TBD	Confirmed
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	Confirmed
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.

Additional Cultural Exchange Committee Info

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

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

- ACE logo
- ACE mission statement
- Permanent ACE signage
- Bank account
- Future promotional and activity suggestions – See Ideas list below

Possible ACE Event Ideas

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

Pool of Promotional and Activity Ideas:

- Public Piano: future agenda item to figure out how to best leverage / use the piano
- 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