

Albion Cultural Exchange Committee Meeting Minutes, Calendar, and Information

Meeting: 10 /04/17

Members: Nick Atwater, Chris Carino, Kathy Frey, Tasha Shlake Festel, John Natale , Adam Pinkney, Joy Schilling,

Guests: N/A

Next Regular Meeting: 11/1 at 7pm at the Albion Cultural Exchange building, 9 Albion St.

Meeting Minutes

Minutes: the 8/22 monthly meeting minutes were approved as read

New Members: The committee welcomed new members: Nick Atwater and John Natale.

ACE Building

- Architect Update:
 - Measurements have been completed.
 - Phoenix will present the As-Builts, next steps, and other info by 11/1 at the latest.
 - The Committee would like to have a meeting with Phoenix on 10/25, if possible
- Physical Plant
 - DPW to completed exterior clean up in the coming weeks.
 - Thank you to Sweet Bay for the front door beautification.
 - Wifi is now in the building.
 - A phone number has been provided for the building. Future item is figure out the phone logistics.
 - There was discussion on A Frame sign usage and it was agreed that ACE will use our own A frame sign for special events.
 - Open item: meeting with the chair of the Main Streets committee to discuss storage lease arrangements for the EPC items being stored in several rooms on the 2nd floor.

Events

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

- 1st Thursdays:
 - 10/1 – 1st Thursday: showing the movie ‘Food Fight’. Chris is the ACE POC for the event.
 - 11/2 – 1st Thursday: Holiday Card and Gift Tag class. Kathy is the ACE POC
 - 12/7 – 1st Thursday: FLOQ art show. Planning is underway
- Other Upcoming Events:
 - 10/29: Halloween Spooktacular. A local children’s performer will be here for the event and was arranged for by the Rec Department. Tasha and John are the ACE POC’s.
 - 10/15: Sweet Bay Flower arranging class. Joy is the ACE POC.
 - 12/1 – 3: Arts Collaborative of Wakefield Holiday Show. Kathy is the ACE POC

Building Usage Requests

- New Requests
 - John Natale presented an idea for craft signs and craft beers. John and Adam to pursue the concept and return with more details.

Communications

- A subcommittee of John and Chris was formed for press releases and communications.
- A subcommittee of Tasha, Nick, and John was formed to create a logo
- Joy is going to work on ACE info/flyer to be included in future Wakefield 101 materials.

Donations and Funding

- Activity for 2018: start planning membership levels

Community

- Chris recently spoke at Jason Lewis' recent art panel forum. The ACE is considered a model for pursuing arts district activities.
- The ACE is forging a relationship with the Greater Boston Stage Company located in Stoneham and preliminary discussion have begun

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	Movie: ‘Food Fight’	Chris is the POC	Confirmed
November	1 st Thurs	Class: Holiday Card and Tag Class	ACE Point of Contact: kathy	Confirmed
December		ACW Art Exhibit	Coordinate with Holiday Stroll ACE Point of Contact: Kathy	Confirmed
December	1 st Thurs	FLOQ art show		

- 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-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

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