

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

Meeting: 11 /01/17

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

Guests: N/A

Next Regular Meeting: 12/6 at 7pm at the Albion Cultural Exchange building, 9 Albion St.

### **Meeting Minutes – Corrected Version**

**Minutes:** the 10/4 meeting minutes and 10/25 Architect Workshop summary were approved as submitted.

#### **Grants/Proposals**

- Cultural Facilities grant proposal
  - Submission is in progress by Paul Reavis and Chris.
  - Investigating options about the 125 year old building restriction
  - The key contact for the grant has been invited for a building tour
  - The Capital Facilities grant is likely the one that will be pursued

#### **ACE Building**

- Recent research has determined that the building was likely built as a post office in 1910.
- Architect Workshop (10/25) Follow up Discussion:
  - Discussed the As-builts, the initial recommendations, and next steps
  - Topics included: 1<sup>st</sup> floor bathroom is the priority, can/should the bathroom be built at the same time as removing some of the walls/office space, need for a sprinkler system, ability to exclude 2<sup>nd</sup> floor tenants from 1<sup>st</sup> floor multi-purpose space, and what to do with the vault.
  - Agreement that still need to work with Peter on requirements and how to translate into vision and phases.
  - Next steps:
    - Chris to request 4 different building usage overlays: workshop, movie, black box theater, and gallery event
    - Tonight's feedback will be provided to Peter Sandorse,
    - Chris to connect with Peter and discuss next steps and deliverables, including meetings, fees, and documents
    - Chris to start on a business plan draft to capture short and long term visions, phases, objectives, etc.
- Physical Plant
  - DPW completed exterior clean up – looks great!
  - Water is in the basement from the recent storm. Chris to report to the town.
  - It appears that one of the six tables might have been accidentally switched out at a recent event.

## Events

### **Recent Events**

10/29: Halloween Spooktacular – this event did not occur as it was moved to the Americal.

### **Upcoming Event**

- 1st Thursdays:
  - 11/2 – 1<sup>st</sup> Thursday: Holiday Card and Gift Tag class. Kathy is the ACE POC
  - 12/7 – 1<sup>st</sup> Thursday: FOLQ art show. Joy and Chris are ACE POC's
  - No first Thursday in January 2018
- Other Upcoming Events:
  - 11/9: Garden Club event. Chris is the ACE POC
  - 12/1 – 3: Arts Collaborative of Wakefield Holiday Show. Kathy is the ACE POC
  - 12/22: Acapella event. Chris is the ACE POC

### **Building Usage Requests**

- New Requests: approved Art Blooms on Albion request from Ann Marie Gallivan

### **Communications**

- Email program: Doug to pursue for promotion and communications
- Logo: Nick presented an initial version of a logo and will continue to refine it

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### **Subcommittees:**

- Press Releases subcommittee (John and Chris)
- Logo subcommittee (Nick, Tasha, and John)
- Email program (Doug Henning)

### **Open Items:**

- Figure out the phone logistics now that ACE has a phone number.
- Meet with the chair of the Main Streets committee to discuss storage lease arrangements for the EPC items being stored in several rooms on the 2<sup>nd</sup> floor
- Joy is going to work on ACE info/flyer to be included in future Wakefield 101 materials.
- In 2018: Start planning membership levels
- Building Usage Guidelines (see below)

### **ACE Building Usage Rules/Guidelines**

- 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 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
- 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

**2017**

<b>2017 Month</b>	<b>1<sup>st</sup> Thur Event</b>	<b>Event</b>	<b>Coordinators</b>	<b>Event Concept Confirmed?</b>
January		<i>No event scheduled</i>		
February		<i>No event scheduled</i>		
March 2	1 <sup>st</sup> Thurs	<b>Film Screening: Food Fight</b>		Confirmed
April 6	1 <sup>st</sup> Thurs	<b>Art Blooms on Albion</b>		Confirmed
April 20		<b>Play 15: Music Mini-lessons</b>	School vacation week	Confirmed
May 4	1 <sup>st</sup> 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 <sup>st</sup> Thurs	<b>Wakefield High School JV Art Night</b>	ACE Point of Contact: Joy	Confirmed
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	Confirmed
Aug 23		Sweet Bay Arranging Class	Tasha is the ACE POC	Confirmed
September	1 <sup>st</sup> Thurs	<b>One Degree Public Art 3roject</b>	Ann Marie Gallivan is the POC	Confirmed
Sept 9		<b>Bread Store – Baking Event</b>	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 <sup>st</sup> Thurs	<b>Movie: ‘Food Fight’</b>	Chris is the POC	Confirmed
November	1 <sup>st</sup> Thurs	<b>Class: Holiday Card and Tag Class</b>	ACE Point of Contact: kathy	Confirmed
December		ACW Art Exhibit	Coordinate with Holiday Stroll ACE Point of Contact: Kathy	Confirmed
December	1 <sup>st</sup> Thurs	FOLQ art show		

## 2018

<b>2018 Month</b>	<b>1<sup>st</sup> Thur Event</b>	<b>Event</b>	<b>Coordinators</b>	<b>Event Concept Confirmed?</b>
January	1 <sup>st</sup> Thurs	<i>No event scheduled</i>		
February	1 <sup>st</sup> Thurs	Tentative: Craft Beer and Words	John Natale	
March	1 <sup>st</sup> Thurs			
April	1 <sup>st</sup> Thurs	Tentative: Art Blooms on Albion	Ann Marie Gallivan	
May	1 <sup>st</sup> Thurs	Tentative: Wakefield High School AP Art Show	<i>Conflict with town mtg?</i>	
May		Tentative: Wakefield Cultural Council Reception		
June	1 <sup>st</sup> Thurs	Tentative: Wakefield High School JV Art Night	ACE Point of Contact: Joy	
July	1 <sup>st</sup> Thurs	<i>No event scheduled?</i>		
August	1 <sup>st</sup> Thurs			
September	1 <sup>st</sup> Thurs			
October	1 <sup>st</sup> Thurs			
November	1 <sup>st</sup> Thurs			
December	1 <sup>st</sup> Thurs			
December		Tentative: ACW Art Exhibit	Coordinate with Holiday Stroll ACE Point of Contact: Kathy	

- Suggestion List for 1<sup>st</sup> Thursday or other ACE Events:
  - Quilters Exhibit by Quilters Common of Wakefield – targeted for sometime in 2018. Pat Kowalczyk is the point of contact.
  - 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

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## **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: 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

### **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.  
[albionculturalexchange@gmail.com](mailto:albionculturalexchange@gmail.com)

**ACE Building Wifi password:** Wakefield (the W is capitalized)

### **Open Activities and Topics**

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

### **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