

Albion Cultural Exchange Committee Meeting Minutes, Calendar, and Information

Meeting: 12/06/17

Members: Chris Carino, Kathy Frey, Doug Henning, John Natale, Joy Schilling

Guests: Paul Reavis, Steve Maio, Peter Sandorse, Matt Langis

Next Regular Meeting: 1/3/18 at 7pm at the Albion Cultural Exchange building, 9 Albion St.

Meeting Minutes

Minutes: the 11/25/17 meeting minutes were approved as corrected.

Grants/Proposals

- Cultural Facilities grant proposal:
 - Submission is in progress by Paul Reavis and Chris.
 - Pursing options about the 125 year old building restriction
 - Jay Paget, CFF Director, recently had a tour of the building with Chris, Steve, and Paul

ACE Building

- Architect Presentation:
 - Peter and Matt walked the committee and guests thru the Design Development 3D slide show presentation showing potential configurations for various building events including black box theater, workshops, and an art gallery. They will adjust a few of the slides based upon feedback from the meeting.
 - There was agreement about how useful the renderings are for the Grant proposal submission, and for generating additional committee and architect discussions on various configurations and stages of future building work.
 - It was agreed that a key near term task is to determine the structure of the 'safe' wall as it will determine the potential plans for new bathroom and storage on the first floor.
 - Chris to discuss next steps and deliverables with Peter.
- Physical Plant
 - Discussion on building improvement needs to include in a Capital Improvements request to the town to budget for next year. Chris to draft and submit the request.
 - An office for the ACE committee will be set up on the 2nd floor. Locks will be installed.
 - John Natalie has donated a drafting table for the ACE office
- Billing for building expenses
 - Chris to process the receipts that have been submitted for various building related expenses.

Partnerships

- Amy Morin, Greater Boston Stage, is unable to attend tonight; her visit will be rescheduled

Events

- ***New Building Usage Requests***
 - Approved the request from John Natale for 'Word Art with John' for Feb 1st Thursday
 - Approved the request from Andrea Willey and Ann Marie Gallivan for 'Art and Edibles on Albion' for March 1st Thursday
 - Approved the request from Mrs. Henning to teach a card making class in Jan or Feb

- **Recent Events were recapped**
 - 11/2 – 1st Thursday: Holiday Card and Gift Tag class. Kathy was the ACE POC
 - 11/9: Garden Club event. Chris was the ACE POC
 - 12/1 – 3: Arts Collaborative of Wakefield Holiday Show. Kathy was the ACE POC
- **Upcoming 1st Thursday Events**
 - Dec 7: FOLQ art show. Joy and Chris are the ACE POC's
 - No first Thursday in January 2018
 - Feb 1: Word Art with John. John is the POC
 - Mar 1 - 3: Art and Edibles on Albion. Joy is the primary POC
 - April 5: Art Blooms on Albion
 - May 3: TBD – need to research if conflicts with Town Meeting
 - June 7: Wakefield High School JV Art Show
 - July 5: Likely no event as is 4th of July week
- **Other Upcoming Events:**
 - 12/9: Walton Holiday Shop. Set up will be on 12/8. Chris is the POC
 - 12/22: Acapella event. Chris is the ACE POC
 - Jan or Feb: Card Making Class taught by Mrs. Henning
 - 5/16/18: Wakefield Cultural Council Annual Reception
 - 5/17/18: Wakefield High School Annual AP Art Show

Communications

- Email program: Doug is pursuing for promotion and communications starting in 2018
- Logo: Joy will follow up with Nick on the initial version of a logo that had been presented

Open Items:

- 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.
- In 2018: Start planning membership levels
- Building Usage Guidelines (see below)
- Continue to refine the Building Usage Request form
- ACE mission statement
- Permanent ACE signage
- Bank account

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 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

2017

2017 Month	1st Thur Event	Event	Coordinators	Event Concept Confirmed?
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		Confirmed
Oct 5	1 st Thurs	Movie: ‘Food Fight’	Chris is the POC	Confirmed
Nov 2	1 st Thurs	Class: Holiday Card and Tag Class	ACE Point of Contact: kathy	Confirmed
Nov 9		Garden Club workshop	Chris is the POC	Confirmed
Dec 1 - 3		ACW Art Exhibit	Coordinate with Holiday Stroll ACE Point of Contact: Kathy	Confirmed
Dec 7	1 st Thurs	FOLQ art show	Joy is POC	Confirmed
Dec 22		Acapella	Chris is POC	Confirmed

2018

2018 Month	1st Thur Event	Event	Coordinators	Event Concept Confirmed?
January	1 st Thurs	<i>No event scheduled</i>		
February 1	1 st Thurs	Word Art with John	John Natale	
March 1 - 3	1 st Thurs	Art and Edibles on Albion	Andrea Williy & Ann Marie Gallivan	
April 5	1 st Thurs	Art Blooms on Albion	Ann Marie Gallivan	
May 3	1 st Thurs	<i>Conflict with town mtg?</i>		
May 16		Wakefield High School AP Art Show	ACE Point of Contact: Joy	
May 17		Wakefield Cultural Council Reception	ACE Point of Contact: Joy	
June 7	1 st Thurs	Wakefield High School JV Art Night	ACE Point of Contact: Joy	
July 5	1 st Thurs	<i>No event scheduled?</i>		
August 2	1 st Thurs			
Sept 6	1 st Thurs			
Oct 4	1 st Thurs			
Nov 1	1 st Thurs			
Dec		Tentative: ACW Art Exhibit	Coordinate with Holiday Stroll ACE Point of Contact: Kathy	
Dec 6	1 st Thurs			

- Suggestion List for 1st 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

Additional Albion Cultural Exchange Committee Info

Subcommittees:

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

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

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

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