

**ACE Committee Meeting Minutes  
January 3, 2018 - 7pm - ACE Main Gallery**

**Present:**

Chris Carino  
Doug Henning  
John Natale  
Joy Schilling

**\* Previous Meeting Minutes Approved**

\* **Alarmed Cardiac Defrib Box** displayed and demo of alarm feature  
Review with Jon O'Brien Postponed but device location and retrieval process reviewed.  
Unit is active and available if needed.

\* **Cultural Facilities Fund dis-Qualification** with fund Director, Jay Paget. Letter received that will be part of package request to Wakefield State Delegation for legislative calendar and statute modification requests.

**\* Programming Review:**

\*\* Lake Quannapowitt Photo Night Success! Very busy show with lots of new faces. Many new members to the Arts Collaborative from the show. Lake Photo Community beginning to develop from the show along with lots of great discussions and collaboration ideas for the future. Event slated to be annual and we can modify next years events from lessons learned this year.

\*\* Walton Holiday Shop - Large turnout and very successful. Walton PTO very satisfied.

\*\* Holiday A Cappella - Great event with capacity turnout. Two groups performed, upgraded sound system brought in. Looking forward to more space for seating next year and risers\lights for our makeshift stage area.

**\* Upcoming Programming Review:**

\*\* February First Thursday - Craft Night: Make Signs & Socialize - Press Release reviewed and minor tweaks made. Event will be posted online and sent to the Wakefield Daily Item in the next few days.

"Craft Night" as a series concept discussed. John Natale to be the ACE Point of Contact and work with Create Studios and others for future Craft Night programming for adults.

\*\* March First Thursday - Art & Edibles event discussed along with Local Eats Week marketing campaign partnership. Joy is the Point of Contact and will be sending updated event info, flyer and descriptions as they develop. Working on restaurant demos for Thursday and other nights.

\*\* Potential May "Spring A Cappella" event discussed to be able to happen on same day as Town Meeting . Potential 5pm Concert Time. Chris to pursue with Ana Morel at WHS.

\* **Logo & Imaging update** - agreed to include C-MAC designs as part of sub-committee to evolve logo more. Future discussions pending

\* **New website CMS & E-mail platforms discussed.** Research ongoing with John, Doug and Chris evaluating tools and platforms used by other organizations. Future member management integration, potential ticketing systems and ESP functional all in one platform sought.

\* **Capital Improvements List** submitted for 2019 budget considerations with Town of Wakefield.

\* **Design Development - ACE Building** - Building code consultant walk thru pending with Code Red consultants working with Phoenix Architects to get high level code compliance report prepared as we progress toward a plan to implement bathrooms on our main floor. Chris to follow-up with Phoenix Architects and Code Red to get future presentation scheduled

\* **Next Meeting Wednesday February 7, 2018**

\* **Adjourn 8:20pm**