

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

Meeting: 4/2/18

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

Next Regular Meeting: 5/2/18 at 7pm at the Albion Cultural Exchange building, 9 Albion St.

### Meeting Minutes

**Minutes:** the last meeting minutes were approved.

**ACE Building / Code Consultant Report:** The building code analysis report was provided by Code Red. It is 23 pages and very detailed. Chris, Paul, and the architect to do the initial review on 4/5. Chris to provide an update from the meeting.

**MCC Funding:** Chris has had meetings with various state representatives and staff to discuss additional funding avenues and options to pursue for state funding

### **Programming / Events**

- ***New Building Usage Requests*** – the following requests were reviewed and approved
  - WHS Senior Night Fundraiser
  - Metal Mini Book Class by Mrs Henning
- ***Recent Events Recap/Review***  
All had positive reviews and agreement that are repeatable activities
  - Feb 1: Word Art with John.
  - Feb: Card Making Class taught by Mrs. Henning.
  - Mar 1 - 3: Art and Edibles on Albion. Joy is the primary POC
  - April: Art Blooms on Albion
- ***Upcoming Events***
  - May 1st Thursday: Spring Acapella
  - Jun 1st Thursday: Wakefield High School JV Art Show
  - 5/16/18: Wakefield Cultural Council Annual Reception
  - 5/17/18: Wakefield High School Annual AP Art Show
  - 6/7/18: Wakefield High School JV Art Night
  - June: Race to the ACE with the Mystic Runners (tentative)
  - July 1st Thursday: Likely no event as is 4<sup>th</sup> of July week
  - Aug: Race to the ACE and Concert (tentative)
- ***Possible Event Suggestions***
  - Fitness night – target for in the fall?

### **Physical Plant**

- A request to tighten up the railing to the basement will be submitted.

- Discussion on the vacuum cleaners resulted in agreement that a shop vac is needed to handle some situations. A motion was made and unanimously approved for up to \$125 for a shop vac. Doug Henning is going to pursue.
- Chris will be processing billing requests for recent building expenses.

**2018 ACE Events Calendar:**

| <b>2018 Month</b> | <b>1<sup>st</sup> Thur Event</b> | <b>Event</b>                              | <b>Coordinators and ACE Points of Contact</b>                 | <b>Event Concept Confirmed?</b> |
|-------------------|----------------------------------|---|---|---------------------------------|
| January           | 1 <sup>st</sup> Thurs            | <i>No event scheduled</i>                 |   |                                 |
| Feb 1             |                                  | Card Making Class                         | Doug and Mrs Henning  |                                 |
| Feb 7             | 1 <sup>st</sup> Thurs            | <b>Word Art Signs</b>                     | John  |                                 |
| March 2           | 1 <sup>st</sup> Thurs            | <b>Arts &amp; Edibles</b>                 | Ann Marie Gallivan, Joy                                       |                                 |
| April 5-7         | 1 <sup>st</sup> Thurs            | <b>Art Blooms on Albion</b>               | Ann Marie Gallivan, Joy                                       |                                 |
| May 4             | 1 <sup>st</sup> Thurs            | <b>Spring Acapella</b>                    | Chris   | Confirmed                       |
| May 16            |                                  | Wakefield Cultural Council Reception      | Joy   | Confirmed                       |
| May 17            |                                  | Wakefield High School AP Art Show         | Joy   | Confirmed                       |
| June 7            | 1 <sup>st</sup> Thurs            | <b>Wakefield High School JV Art Night</b> | Joy   | Confirmed                       |
| June              |                                  | Race to the ACE                           | Mystic Runners; Chris   | Tentative                       |
| July              | 1 <sup>st</sup> Thurs            | <i>No event scheduled</i>                 |   |                                 |
| August            | 1 <sup>st</sup> Thurs            | <b>Race to the ACE and Concert</b>        |   | Tentative                       |
| September         | 1 <sup>st</sup> Thurs            |   |   |                                 |
| Oct 5             | 1 <sup>st</sup> Thurs            |   |   |                                 |
| Nov 2             | 1 <sup>st</sup> Thurs            |   |   |                                 |
| Dec 1 -2          |                                  | ACW Art Exhibit                           | Coordinate with Holiday Stroll<br>ACE Point of Contact: Kathy | Confirmed                       |
| Dec 6             | 1 <sup>st</sup> Thurs            | <b>FOLQ art show</b>                      |   |                                 |
| Dec               |                                  | <b>Acapella</b>                           | Chris   |                                 |

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**Additional Albion Cultural Exchange Committee Info**

**ACE Committee Open Items:**

- Promotion and communications
- Building Logo
- 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.
- 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 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

**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

**Additional Albion Cultural Exchange Committee Info, Continued**

**Subcommittees:**

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

**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. [albionculturalexchnge@gmail.com](mailto:albionculturalexchnge@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

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**2017 ACE Event Calendar: First Thursdays and Other Events**

| <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<br>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 Sroject</b>      | Ann Marie Gallivan is the POC                                 | Confirmed                       |
| Sept 9            |                                  | Bread Store – Baking Event                | Chris is the POC<br>The Bread shop is selling tickets         | Confirmed                       |
| Sept 18           |                                  | Writers Gathering                         | Proposed by Colleen Getty<br>Doug is the POC                  |                                 |
| Sept 23           |                                  | Sweet Bay decorating class                |   | Confirmed                       |
| Oct 5             | 1 <sup>st</sup> Thurs            | <b>Movie: 'Food Fight'</b>                | Chris is the POC  | Confirmed                       |
| Nov 2             | 1 <sup>st</sup> Thurs            | <b>Class: Holiday Card and Tag Class</b>  | 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<br>ACE Point of Contact: Kathy | Confirmed                       |
| Dec 7             | 1 <sup>st</sup> Thurs            | <b>FOLQ art show</b>                      | Joy is POC  | Confirmed                       |
| Dec 22            |                                  | Acapella                                  | Chris is POC  | Confirmed                       |

**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