

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

Meeting: 5/2/18

Members: Chris Carino, Kathy Frey, Doug Henning, Joy Schilling, Tasha Shlake Festel

Next Regular Meeting: 6/2/18 at 7pm at the Albion Cultural Exchange building, 9 Albion St.

### **Meeting Minutes**

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

### **ACE Building:**

Exploratory safe wall drilling – arrangements for the drilling are being pursued. This is a key step in being able to move forward with the new bathrooms as the results will inform the location options.

**MCC Funding:** No new updates

### **Programming / Events**

- ***Recent Events Recap/Review***

All had positive reviews and agreement that are repeatable activities

Thank you to Annmarie Gallivan for all of her efforts and energy on both of these events.

- April 1s Thursday: Art Blooms on Albion.
- WHS Senior Class Fund Raiser

- ***Upcoming Events***

- May 1st Thursday: Spring Acapella
- May 5: Mini-metal book making class – Doug is the POC
- 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: July 1st Thursday: Likely no event as is 4<sup>th</sup> of July week
- Aug: TBD – Kathy to contact Andy Levine about doing a photography event

### **Physical Plant**

- The request to tighten up the railing to the basement was completed
- The new shop vacuum cleaners has been purchased and is now in-house. Thank you, Doug!
- Chris will be processing billing requests for recent building expenses.

**Committee Re-Appointments.** The Wakefield Town Council has requested that all committee members submit letters and resumes to re-apply.

**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	Confirmed
Feb 7	1 <sup>st</sup> Thurs	<b>Word Art Signs</b>	John	Confirmed
March 2	1 <sup>st</sup> Thurs	<b>Arts &amp; Edibles</b>	Ann Marie Gallivan, Joy	Confirmed
April 5-7	1 <sup>st</sup> Thurs	<b>Art Blooms on Albion</b>	Ann Marie Gallivan, Joy	Confirmed
May 4	1 <sup>st</sup> Thurs	<b>Spring Acapella</b>	Chris	Confirmed
May 5		Mini-Metal Book Making Class	Doug	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
July	1 <sup>st</sup> Thurs	<i>No event scheduled</i>		
August	1 <sup>st</sup> Thurs	<b>TBD</b>		
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 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 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 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 <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 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