

ACE Committee Meeting Minutes

Meeting: 11/11/15

Participants: Chris Carino, Joy Schilling, Kathy Frey

Guests: Chip Sloane

Next Meeting: 12/9/15 at 7pm at the ACE building

Minutes:

1.) Assignment\Vote for Committee Chairperson and Secretary.

The following positions were accepted by the nominees:

- 1.) Chairman: Chris Carino
- 2.) Secretary: Kathy Frey

2.) Physical Plant

A. Chip Sloan, local architect, discussed the physical space and possible options for short and long term goals for the building.

- 1.) Suggestion to obtain plans for the building (Action: Chris to pursue)
- 2.) A Feasibility study is recommended. The process was generally discussed. This would result in a plan that would identify short, mid, and long term goals and plans.
- 3.) Approximately \$20k for a study would be in the ball park.
- 4.) Short term should include immediate needs for improving building accessibility and usability, along with improving the visual look of the interior. Examples: painting and bathrooms on first floor.
- 5.) This is a public building vs being private which influences funding, resources, and other considerations.

3.) Immediate needs

A. There was discussion about immediate opportunities to improve the space, including:

- 1.) removing miscellaneous hardware, patching and painting the walls
- 2.) fixing the carpet

B. Joy has submitted a grant request for tables for the building

C. Chairs – will need to get chairs. Suggestion to ask for donations of metal folding chairs and can do an event to paint them.

4.) ACE Gallery Calendar Discussion

A. Meeting Space:

- 1.) Arts Collaborative of Wakefield – 3rd Wednesday of the month

- 2.) Albion Cultural Exchange Committee: First Wednesday of the month
- B. Holiday Stroll in December
- C. Future Possible Events and Activities
 - Discussion on how to attract people to the building and events. Ideas included co-sponsored events.
 - Have art work on the walls during non-art events and activities
 - Start targeting early 2016 for events and activities
 - 1.) 'Play me, I'm yours' piano
 - 2.) Artist of the month
 - 3.) Permanent Art Display – donations by local artists
 - 4.) Art Exhibits and Sales
 - 5.) Demonstrations
 - 6.) Music Recitals – Chris to connect with Dan Leiber
 - 7.) Art on Albion – leverage Kidcasso, Create, and ACW for art related events
 - 8.) ACW art display in the later winter or early spring
- 5.) Marketing and Communications
 - A. Website review
 - 1.) Discussion on the website including changes to be made.
 - B. Knowing all arts and culturally related individuals, groups, and businesses would be useful
 - C. Event promotion and advertising will be critical for success. Groups who use the space will need to provide their own marketing.
- 6.) Upcoming Meetings
 - A. December – invite the Town Planner
 - B. January – invite Ann Marie Gallivan (Create) and Laura Marie Small (Kidcasso)

Action items:

- 1.) Chris to pursue finding building plans
- 2.) Chris to discuss a variety of topics with Steve Maio
 - a. Feasibility study and funding
 - b. Town meeting in the spring: proposal for funding feasibility study
 - c. Intent to clean up and paint the interior.
- 3.) Chris to update the ACE website
- 4.) Kathy to start a list of Wakefield arts and cultural businesses, groups, and individuals

ACE Committee Meeting Minutes

Meeting: 12/09/15

Member Participants: Chris Carino, Joy Schilling, Kathy Frey

Guests: Paul Reavis and Steve Maio

Next Meeting: 1/6/16 at 7pm at the ACE building

Minutes:

- A. Discussed the recent results of the Fine Point Associates 'Market Assessment Business District Composition Analysis'.
- B. Discussed the ACE building **physical plant priority near term needs:**
 - a. A bathroom and sink on the first floor - Steve will pursue several options
 - b. Cosmetic clean up of the 1st floor walls and carpet, including painting of the walls. Steve will pursue several options
 - c. ACE Signage - Chris is pursuing bids and designs
- C. Agreement to hold off on doing a Feasibility study for now and to instead put focus on a Metropolitan Area Planning Council (MAPC) **usage study effort in the near term**. The MAPC is an experienced group that can assist ACE with usage determination and planning, and identifying resources and funding. Paul Reavis to work on the paper work for a MAPC study.
 - a. The ACE committee has plans to start a **list of local arts and cultural related groups in town**. This list will be helpful for Paul.
 - b. Paul provided and reviewed an **outline of points and ideas to be used for the MAPC submittal**. Please provide Paul with any additional thoughts.
- D. **Invite Kidcasso and Create to January meeting** to discuss synergy opportunities
- E. **Initial Focus Areas for 2016**
 - a. Near term: 1st floor painting and clean up
 - b. Near term: 1st floor bathroom and sink
 - c. Near term: Exterior signage for ACE
 - d. Mid term: Usage plan. Work on this in 2016
 - e. Once A and B are completed, put energy into having events in the building and increasing awareness and usage of ACE,

Action items:

- Chris to pursue finding building plans
- Steve to pursue 1st floor clean up options
- Paul to work on MACP grant
- Start a list of Wakefield arts and cultural businesses, groups, and individuals (Kathy/Joy)
- Joy has submitted a grant request for tables for the building
- Kathy to invite Ann Marie Gallivan (Create) and Laura Marie Small (Kidcasso) to January mtg.

Albion Cultural Exchange Committee Meeting Minutes

Meeting: 1/6/16

Member Participants: Chris Carino, Joy Schilling, Kathy Frey

Guests: Adam Pinkney, Laura Marie Small, AnnMarie Gallivan

Next Meeting: 2/3/16 at 7pm at the Cultural Exchange building (9 Albion St)

Minutes:

- A. Discussed the recent building walkthrough of 9 Albion by various town representatives.
 - a. Focus was on the possibility of near term building improvements, including a bathroom on the first floor where the vault currently is, and improvements to the 1st floor walls and floor.
 - b. Chris Carino is the point person for this initiative
 - c. Very possible that there could be activity in the first half of this year.
 - d. Hold off on events in the building until near term building improvements are completed.
 - e. Stay tuned for more info on plans and options.
- B. Several people have submitted their names to join the committee. The names will be presented to the town selectman for approval of the person to take the last of the 5 committee members.
- C. Paul Reavis is working on the MAPC grant application discussed at the December meeting.
- D. Committee members have created a list of Wakefield groups and business related to arts and culture within Wakefield. The list is available on-line. See link below.
- E. Continued discussion about the need for ACE signage and possible options.
- F. Chris and Joy to work on Cultural Exchange website graphics and content
- G. The owners of Create Studio and Kidcasso are interested in pursuing synergy opportunities with ACE.
- H. Future promotional and activity suggestions – See Ideas list below
- I. Initial Focus Areas for 2016
 - a. Near term: 1st floor painting and clean up and 1st floor bathroom and sink
 - b. Near term: Exterior signage for the building
 - c. Mid-term: Usage plan. Work on this in 2016
 - d. 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

Promotional and Activity Ideas:

1.) 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 is it?

- 2.) Switchbox Art Project - or other name depending on public art locations identified inside of the immediate area which could be the overlay Arts District
- 3.) Public Art displays.....sculptures and other "installation options"
- 4.) Painting of light poles on Albion Street

Albion Cultural Exchange Committee Meeting Minutes

Meeting: 2/3/16

Member Participants: Chris Carino, Joy Schilling, Kathy Frey, Adam Pinkney

Next Meeting: 3/2/16 at 7pm at the Cultural Exchange building (9 Albion St)

Minutes:

- A. Welcome to Adam Pinkney as the 5th and newest member of the Cultural Exchange five person committee.
- B. Motion to approve the January minutes was submitted and approved
- C. Several members have updated the Wakefield Arts and Cultural List (groups and business related to arts and culture within Wakefield). The list is available on-line. See link below.
 - a. Chris to circle back with Paul Reavis on the availability of the list for grant submittal purposes
- D. Physical Space Updates - Chris
 - a. Town Architect to work on plans for first floor bathroom. Chris to follow up on the status
 - b. No further updates on plans to improve 1st floor walls and floors.
 - c. Chris to request the DPW to remove the wreaths on the front of the building
 - d. Several members cleaned up the 1st floor space and moved another group's supplies to their storage space on the 2nd floor.
- E. Discussion on additional roles that would be beneficial for the Cultural Exchange and how these roles could morph from early planning stages into the later phases of coordinating events at 9 Albion.
 - a. Ideas included roles for promotion and then coordination of events and how to focus on the local music scene and incorporate that into the Cultural Exchange.
 - b. Agreement to pursue at next meeting.
- F. Chris and Joy updated the Cultural Exchange website graphics and content.

Additional Cultural Exchange Committee Info

Initial Focus Areas for 2016

- a. Near term: 1st floor painting and clean up and 1st floor bathroom and sink
- b. Near term: Exterior signage for the building
- c. Mid-term: Usage plan. Work on this in 2016
- d. Once near term is completed, put energy into having events in the building and increasing awareness and usage of the Cultural Exchange

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Open Activities and Topics

- 1) Paul Reavis is working on the MAPC grant application discussed at the December meeting.
- 2) ACE signage and possible options.
- 3) Future promotional and activity suggestions – See Ideas list below

Promotional and Activity Ideas:

- 1) 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 is it?
- 2) Switchbox Art Project - or other name depending on public art locations identified inside of the immediate area which could be the overlay Arts District
- 3) Public Art displays.....sculptures and other "installation options"
- 4) Painting of light poles on Albion Street

Albion Cultural Exchange Committee Meeting Minutes

Meeting: 4/13/16

Member Participants: Chris Carino, Joy Schilling, Kathy Frey, Adam Pinkney

Guests: Paul Reavis

Next Meeting: 5/4/16 at 7pm at the Cultural Exchange building (9 Albion St)

Minutes

- A. Paul Reavis provided several arts and cultural related updates:
 - a. The recently submitted MAPC grant for Wakefield was approved. Additional details will be forthcoming once the actual grant information is supplied. Paul will be meeting soon with the MAPC assistant director to plan next steps
 - b. Paul is in the process of working on a Town Planners Forum to be held in Wakefield in June with Mercy Jenkins being a primary speaker
 - c. The town of Natick has a building and a cultural focus that would be a good example for Wakefield to investigate.
 - d. Paul will be in touch with additional details on several of these items
 - e. Joy will send Paul the link to the recently created list of Wakefield Arts and Cultural groups (see link below)
- B. No further updates on physical space 1st floor improvement plans (walls and floors, and bathroom)
- C. There was discussion on the committee's focus being more on the grant and other upcoming cultural related activities rather than on the near term physical improvements to the building.
- D. New Business:
 - a. Joy is in the process of coordinating the AP Art Show Exhibit at the Cultural building on 5/19 from 6pm to 9pm.
 - b. Kathy will not be at the next meeting

Additional Cultural Exchange Committee Info

Initial Focus Areas for 2016

- c. Near term: 1st floor painting and clean up and 1st floor bathroom and sink
- d. Near term: Exterior signage for the building
- e. Mid-term: Usage plan. Work on this in 2016
- f. 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:

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Open Activities and Topics

- 1) ACE signage and possible options.
- 2) Future promotional and activity suggestions – See Ideas list below

Promotional and Activity Ideas:

- 1) 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 is it?
- 2) Switchbox Art Project - or other name depending on public art locations identified inside of the immediate area which could be the overlay Arts District
- 3) Public Art displays.....sculptures and other "installation options"
- 4) Painting of light poles on Albion Street

Albion Cultural Exchange Committee Meeting Minutes

Meeting: 6/1/16

Member Participants: Chris Carino, Joy Schilling, Kathy Frey, Adam Pinkney, Mike Salvatore

Next Meeting: 7/6/16 at 7pm at the Cultural Exchange building/9 Albion St.

Minutes

- A. Meeting minutes
 - a. April meeting minutes were approved
 - b. May meeting minutes will be provided in the future
- B. Immediate Needs Discussion
 - a. The 1st floor clean up and improvements look great with the wall patching and painting, carpet repair, etc. Thank you to the town staff who facilitated this terrific improvement to the building.
 - b. The need for a 1st floor bathroom continues to be a priority. No concrete plans yet, but it appears there are several possible funding options
 - c. Effort underway to get the 1st floor locked office door and the bulletin board case unlocked
 - d. Signage for the building is a nearer term goal
- C. Recent Events Review
 - a. Two recent events at the building were the Wakefield Cultural Council Reception and the Wakefield High School Art Advanced Placement Reception. Both were well attended with local dignitaries and the community.
 - b. Thank you's were sent by Chris
 - c. Agreed to target both events again for next year
- D. 1st Thursdays at the Cultural Exchange
 - a. Starting in June, the Cultural Exchange will start hosting 1st Thursday activities
 - b. The first show will be the Wakefield High School Junior Art Advanced Placement Reception
 - c. Discussion on possible events for the upcoming months.
 - d. July is likely going to be a Kicasso and Create joint reception
- E. Public Piano Discussion
 - a. There was discussion on the idea of having a 'play me, I'm yours' type of activity with a donated stand up piano. The logistics would need to be well thought out.
- F. Italian Fest
 - a. Different ideas were explored for building activities to have during the Italian Fest
- G. Wakefield 101
 - a. The Wakefield 101 group, new Wakefield resident support, will be storing materials in 9 Albion.
- H. MAPC \$40k Grant
 - a. Chris and Paul Reavis continue to discuss the grant and its upcoming plans and activities.
 - b. Sessions are being targeted for Aug/Sept timeframe

- c. The MAPC 6/8 Town Planners meeting included a walk through of the building
- I. Miscellaneous
 - a. The prior tenants of the building had internet connectivity. Chris is exploring safe and secure options to get this again in the future.
 - b. A bank account will be set up for the building

Additional Cultural Exchange Committee Info

Initial Focus Areas for 2016

- c. Near term: 1st floor painting and clean up and 1st floor bathroom and sink
- d. Near term: Exterior signage for the building
- e. Mid-term: Usage plan. Work on this in 2016
- f. 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:

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Open Activities and Topics

- 1) ACE signage and possible options.
- 2) Future promotional and activity suggestions – See Ideas list below

Promotional and Activity Ideas:

- 1) 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?
- 2) Switchbox Art Project - or other name depending on public art locations identified inside of the immediate area which could be the overlay Arts District
- 3) Public Art displays.....sculptures and other "installation options"
- 4) Painting of light poles on Albion Street

Albion Cultural Exchange Committee Meeting Minutes

Meeting: 8/3/16

Member Participants: Chris Carino, Kathy Frey, Adam Pinkney

Guests: LauraMarie Small

Next Meeting: 9/7/16 at 7pm at the Cultural Exchange building/9 Albion St.

Minutes

- A. Meeting minutes
 - a. June meeting minutes were approved
 - b. There was not a meeting in July
- B. Maintenance Items
 - a. Repainting the building trim is targeted for September
 - b. Granite foundation was cleaned
 - c. The building now has 2 of the town garbage cans
 - d. Air conditioners were removed from the 2nd floor
 - e. The need for a 1st floor bathroom continues to be a priority. No concrete plans yet, but it appears there are several possible funding options
- C. Public Piano
 - a. General discussion on the pro's and con's, and logistics. No concrete decisions made
- D. 1st Thursdays at the Cultural Exchange
 - a. Discussion on the recent 1st Thursday events, their success, and how to improve in the future.
 - b. The Arts Collaborative of Wakefield will be the October event
- E. Fright Night
 - a. Discussion about Fright Night and ideas presented to expand the events with local business participation and how the Cultural Exchange building could factor in.
 - b. Open Item: The outcome of the upcoming local business meeting to discuss this topic and a conversation with Joy Schilling will be factored in to how the Cultural Building participates.
- F. Italian Fest
 - a. Agreement to leave some of the art display up. Primary focus for the building is for the Events Planning committee to use the space.
- G. MAPC \$40k Grant
 - a. No recent updates

Additional Cultural Exchange Committee Info

Initial Focus Areas for 2016

- b. Near term: 1st floor painting and clean up and 1st floor bathroom and sink
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Open Activities and Topics

- 1) ACE signage and possible options.
- 2) Bank account
- 3) Future promotional and activity suggestions – See Ideas list below

Promotional and Activity Ideas:

- 1) 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?
- 2) Switchbox Art Project - or other name depending on public art locations identified inside of the immediate area which could be the overlay Arts District
- 3) Public Art displays.....sculptures and other "installation options"
- 4) Painting of light poles on Albion Street

Albion Cultural Exchange Committee Meeting Minutes

Meeting: 10/02/16

Member Participants: Chris Carino, Kathy Frey, Adam Pinkney, Joy Schilling, Mike Salvatore

Guests: Amanda Chisholm, Paul Reavis, Steve Maio,

Next Meeting: 11/2/16 at 7pm at the Cultural Exchange building/9 Albion St.

Minutes

The primary focus of the meeting was to meet with Amanda Chisholm from the MAPC, Metropolitan Area Planning Council. Amanda introduced herself, shared information with the group, and conducted a question and answer session to better understand Wakefield's initiative for an arts and cultural zone and how 9 Albion would be a cornerstone in the initiative.

Handouts included:

- Town of Wakefield Cultural Economic Development Plan: Scope of Work
- Community Engagement Strategy Chart
- Wakefield Cultural Economic Development Plan

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- 3) Public Art displays.....sculptures and other "installation options"
- 4) Painting of light poles on Albion Street

Albion Cultural Exchange Committee Meeting Minutes

Meeting: 11/02/16

Member Participants: Chris Carino, Kathy Frey, Adam Pinkney, Joy Schilling, Mike Salvatore

Guests: Paul Reavis, Amanda Chisholm

Next Meeting: 12/7/16 at 7pm at the Cultural Exchange building, 9 Albion St.

Minutes

Minutes: Approval of the Aug, Sept, and Oct minutes.

Maintenance Items:

- Chris is working with the town to schedule painting of the building trim and door, and removal of the utility box.
- Chris to check on the building heat arrangements

Public Piano: Tommy Cresto to deliver a donated piano and music board to the building in near future.

Event Review: October event of Cheese Making by Joe Gatto: Good feedback - well received and fun event. Press releases and running of the event was handled by the Colleen G. Chris sent a thank you letter.

Lakeside Art Walk – Public Art Concept: discussion on the concept. Agreement to add this topic to the list of future items to work on as this is a longer term initiative. Ideas included painting utility boxes, having 'outdoor' art scattered around the lake, and posting maps of the art locations.

First Thursdays:

- Discussion on if 1st Thursdays to take a break for the winter and start up in April. No final decision – add topic to next meeting agenda.
- Discussion on rotating lead of 1st Thursday event planning and coordination throughout ACE committee members in 2017.
- No 1st Thursdays in Dec 2016 and Jan 2017
- Agreement to schedule out all of 2017 1st Thursdays as early in 2017 as possible. Create a calendar for the year to use for promotions and minimizes last minute scheduling and arrangements.
- Events ideas included:
 - Art in Bloom event in April First Thursday - Lead Annemarie G
 - Health Event (January Concept) to Mid April Stand Alone Event(assign to Adam)
- General discussion on various events and possible scheduling:
 - Move Restaurant Week Energy\Concept(March Concept) to Mid June Concert and Food Festival on Albion Street
 - Music in the Street with Music Studios LB and Onset
 - August Honk Festival? Musicians in the Street
- Event requirements:
 - 1.) Press Release - Advertising Graphic - due for Monday advertising after previous event
 - 2.) Refreshment plan
 - 3.) Business Tie in

MAPC Planning Meeting on 11/17: Amanda provided an update for the upcoming public meeting at the Junior High that included the agenda, format, and activities.

Additional Cultural Exchange Committee Info

Initial Focus Areas for 2016

- a. Near term: 1st floor painting and clean up and 1st floor bathroom and sink
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Open Activities and Topics

- 1) ACE signage and possible options.
- 2) Bank account
- 3) Future promotional and activity suggestions – See Ideas list below

Promotional and Activity Ideas:

- 1) 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?
- 2) Switchbox Art Project - or other name depending on public art locations identified inside of the immediate area which could be the overlay Arts District
- 3) Public Art displays.....sculptures and other "installation options"
 - a. Lake Art Walk concept
- 4) Painting of light poles on Albion Street

6.) First Thursday Downtown

- End Season One and Announce Season 2 aka 2017 First Thursday Calendar
- Suspend until April and announce 2017 Event Calendar forthcoming
- Lead new Season with - Art in Bloom event in April First Thursday - Lead Annemarie G
- Move Health Event(January Concept) to Mid April Stand Alone Event(assign to Adam)
- Move Restaurant Week Energy\Concept(March Concept) to Mid June Concert and Food Festival on Albion Street
- Music in the Street with Music Studios LB and Onset
- August Honk Festival? Musicians in the Street
- Work on Annual Schedule and assign event leads
- Event requirements:
 - 1.) Press Release - Advertising Graphic - due for Monday advertising after previous event
 - 2.) Refreshment plan
 - 3.) Business Tie in

7.) MAPC Planning - Nov 17th meeting 8 - 8:45

Albion Cultural Exchange Committee Meeting Minutes

Meeting: 12/14/16

Member Participants: Chris Carino, Kathy Frey

Next Meeting: 1/4/17 at 7pm at the Cultural Exchange building, 9 Albion St.

Minutes

Minutes: Approval of the Nov 2016 minutes.

December Meeting Change

- The 12/7 meeting was moved to 12/14 as several members were not able to attend.

Maintenance Items:

- The town has completed several maintenance items:
 - Repainting of the building front exterior trim and doors.
 - The heat is now on within the building
- Bunting to be removed from the front exterior 2nd floor windows.
- Near term open maintenance items to address include:
 - Put latch on the basement bathroom door
 - Basement clean up and storage arrangements

Public Piano:

- Tommy Cresto delivered the donated piano and music board.
- Future agenda item to figure out how to best leverage / use the piano

Refrigerator Donation:

- The Savings Bank will donate \$1,500 for a refrigerator to be used at the Exchange.
- The committee will discuss best options at a future meeting

Dec 23rd A Cappella Event

- Arrangements are underway for the Wakefield High School all female a cappella group to perform at the Exchange on Friday, 12/23, at 6pm.
- In process of setting up a pre-rehearsal time. Primary contacts for this event are Chris Carino and Anna Morale from the Choral group.

Event Review:

- The Saturday, 12/3, Holiday Stroll event of the Arts Collaborative of Wakefield's art show and exhibit was very well attended. The foot traffic on Sunday was considerably less. The ACW plans on doing the event again in 2017 and will explore how to maximize exposure and attendance. There is interest in having the exhibit open during the week in addition to the Stroll.

MAPC Activities

- During the Holiday Stroll, the MAPC staff continued information gathering activities including interacting with the public to raise awareness and soliciting additional online survey participation.
- Arts related focus groups will be conducted in the coming week.
- Awaiting details and next steps and timing from the MAPC staff.

Building Tours and Sponsorship

- The Savings Bank was provided a proposal for sponsorship opportunities; awaiting response.
- A tour of the building will be done this coming week with the incoming president of the Savings Bank.

- Recently a tour was done with BJ Wass of Onset Music of Wakefield and included discussion of music related event opportunities.

First Thursdays

- There was discussion on First Thursdays for 2017.
- In November it was agreed to schedule out all of 2017 1st Thursdays as early in 2017 as possible. Create a calendar for the year to use for promotions and to minimize last minute scheduling and arrangements, and to divvy up the work load for supporting these events.
- Several members are researching possible events and arrangements.
- Agreed that the committee should meet twice in the beginning of January to finalize the schedule. Meeting dates are the regular 1st Wednesday meeting on Jan 4th and also again on Jan 11th.

<i>Month</i>	<i>Event</i>	<i>Coordinators</i>
January	<i>No event to be scheduled</i>	
February	Celtic Knot Drawing	Joy Schilling
March		
April	Art in Bloom	AnnMarie Gallivan and Beth Hylan
May		
June		
July		
August		
September		
October		
November		
December	ACW Art Exhibit	Kathy Frey

- Possible 1st Thursday Events:
 - Events ideas included:
 - Health Event to Mid April Stand Alone Event (assigned to Adam)
 - General discussion on various ACE events and possible scheduling:
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Open Activities and Topics

- 1) ACE signage and possible options.
- 2) Bank account
- 3) Future promotional and activity suggestions – See Ideas list below

Pool of Promotional and Activity Ideas:

- 1) 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?
- 2) Switchbox Art Project - or other name depending on public art locations identified inside of the immediate area which could be the overlay Arts District
- 3) Public Art displays.....sculptures and other "installation options"
 - a. Lake Art Walk concept
- 4) Painting of light poles on Albion Street

Albion Cultural Exchange Committee Meeting Minutes

Meeting: 1/4/17

Member Participants: Chris Carino, Kathy Frey, Joy Schilling

Not present: Adam Pinkney and Mike Salvatore

Next Meeting: 1/25/17 at 7pm at the Cultural Exchange building, 9 Albion St.

Minutes

Minutes: Approval of the Dec 2016 minutes.

February Meeting Change

- The February meeting will be moved to 1/25 to accommodate schedules.

Maintenance Items:

- Bunting was removed from the front exterior 2nd floor windows.
- Gallery Floor Bathroom – discussion of options are underway with the town
- Near term open maintenance items to request of the town include:
 - Put latch on the basement bathroom door
 - Basement clean up and painting, and storage arrangements
 - Sidewalk repairs

Public Piano:

- Joy to pursue options for getting the piano painted
- Future agenda item to figure out how to best leverage / use the piano

Refrigerator Donation:

- The Savings Bank will donate \$1,500 for a refrigerator to be used at the Exchange.
- Kathy presented fridge options and price ranges. Discussion resulted in agreement that best configuration would be a freezer-less fridge and a separate freezer. Kathy to research Home Depot on line and recommend specific models to the committee. Chris will pursue funding arrangement with the Savings Bank.

Event Review - Dec 23rd A Cappella Event

- The Wakefield High School all female a cappella group, She Major, performed at the Exchange on Friday. 12/23, at 6pm.
- It was a successful event with good attendance. This event helped the ACE committee learn about how to better use the gallery space, identified lighting needs, and highlighted that folks do like looking at art in the gallery space.
- Agreement to invite She Major to sing again in the future

MAPC Activities

- Awaiting details and next steps and timing from the MAPC staff.

Building Tours and Sponsorship

- A tour of the building was done with the incoming president of the Savings Bank.
- Plans are underway to arrange a tour with the Cooperative Bank CEO, Mike Walnick

Building Signage

- Kathy offered to investigate short term signage options for the building
- Chris to request the town to arrange for street number to be placed on the front of the building

First Thursdays

- Finalized details on upcoming First Thursday events for 2017 – see updated table below. Several dates remain open and will be finalized at a later date
- Agreement to not schedule event in July due to July vacations and timing of July 4th holiday.

Month	Event	Coordinators	Event Concept Confirmed?
January	<i>No event to be scheduled</i>		
February	<i>No event to be scheduled</i>		
March 2	Film Screening: <i>Food Fight</i>	Kathy and Joy	Confirmed
April 6	Art in Bloom	AnnMarie Gallivan and Beth Hylan with ACE Point of Contact: Kathy	Confirmed
May	Comedy: Paul D'Angelo	Chris	Confirmed
June	Wakefield High School JV Art Night	Joy	Confirmed
July	<i>No event to be scheduled</i>		
August			
September			
October			
November	Class: Home Décor/Swag Making		Tentative
December	ACW Art Exhibit	Kathy	Confirmed

- Possible 1st Thursday Events:
 - Events ideas include:
 - Celtic Knot Drawing (Joy)
 - Health Event (Adam)
 - Arts Night with multiple events of music and visual artist demo's
- Event requirements:
 - 1.) Press Release - Advertising Graphic - due for Monday advertising after previous event
 - 2.) Refreshment plan
 - 3.) Business Tie in

Additional Cultural Exchange Committee Info

Initial Focus Areas for 2016

- a. Near term: 1st floor painting and clean up and 1st floor bathroom and sink
- b. Near term: Exterior signage for the building
- c. Mid-term: Usage plan. Work on this in 2016
- d. 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-DQs5vZMk06dfNTXF3IQR9A_kPCbSylsVewuO20/edit?usp=sharing

Open Activities and Topics

- 1) ACE signage and possible options.
- 2) Bank account
- 3) Future promotional and activity suggestions – See Ideas list below

Possible ACE Event Ideas

- 1) Move Restaurant Week Energy\Concept(March Concept) to Mid June Concert and Food Festival on Albion Street
- 2) Music in the Street with Music Studios LB and Onset
- 3) August Honk Festival? Musicians in the Street

Pool of Promotional and Activity Ideas:

- 1) 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?
- 2) Switchbox Art Project - or other name depending on public art locations identified inside of the immediate area which could be the overlay Arts District
- 3) Public Art displays.....sculptures and other "installation options"
 - a. Lake Art Walk concept
- 4) Painting of light poles on Albion Street

Albion Cultural Exchange Committee Meeting Minutes

Meeting: 1/25/17

Member Participants: Chris Carino, Kathy Frey, Joy Schilling, Adam Pinkney

Not present: Mike Salvatore

Next Meeting: 3/1/17 at 7pm at the Albion Cultural Exchange building, 9 Albion St.

Minutes

Minutes: Jan 4 2017 minutes approved

Maintenance Items:

- Recent:
 - Building numbers have been placed on front of building above the doors
 - Thorough vacuuming and general clean up of gallery recently done
- Chris to submit a request to the Wakefield DPW for near term work on the ACE building:
 - Put latch on the basement bathroom door
 - Basement clean up and painting, and storage arrangements
 - Sidewalk repairs
- Open: Gallery Floor Bathroom – discussion of options are underway with the town
- Chris is connecting with the Fire Dept on the recent building review findings
- Building need: 32 gallon trash bags

Public Piano:

- Pursue options for getting the piano painted – Joy – open item
- Future agenda item to figure out how to best leverage / use the piano

Donations / Sponsorship:

- Refrigerator donation from the Savings Bank
 - Fridge and Freezer now in place in the gallery floor storage room
 - Photo taken and posted to social media and press release was in local paper
- Vacuum donation from Laurie Hunt
 - Vacuum is on site and has been used well in a thorough vacuuming
 - Will do social media and press release
- WHS Class of 1953
 - Potential offer to make a small donation to ACE
 - Chris is the contact point

MAPC Activities

- Recent request from Christine for building floor plan; she was referred to Paul Reavis
- Awaiting details and next steps and timing from the MAPC staff.

Building Signage

- Investigate short term signage options for the building – Kathy – open item

Form and Rules for ACE Building Usage

- Increase in requests about using the building
- Near term goal: create a form and guidelines for requesting and using the building
 - Chris – Form
 - Kathy – Rules

- See preliminary notes at end of minutes

Promotional Topics

- A T-shirt fundraiser was discussed. Will add to future idea list.
- ACE Logo: Likely need to start drafting a logo sooner than later.

ACE Event Calendar: First Thursdays and other events

- Finalized details on upcoming First Thursday events for 2017 – see updated table below. Several dates remain open and will be finalized at a later date

Month	1st Thur Event	Event	Coordinators	Event Concept Confirmed?
January		<i>No event to be scheduled</i>		
February		<i>No event to be scheduled</i>		
March 2	1 st Thurs	Film Screening: <i>Food Fight</i>	Kathy and Joy Tickets: \$5	Confirmed
April 6	1 st Thurs	Art Blooms on Albion	AnnMarie Gallivan and Beth Hylan with ACE Point of Contact: Kathy	Confirmed
April 20		Play 15: Music Mini-lessons	School vacation week	Planning in progress
May 4	1 st Thurs	Comedy: Paul D'Angelo	ACE Point of Contact: Chris Tickets: \$20	Confirmed
June 1	1 st Thurs	Wakefield High School JV Art Night	ACE Point of Contact: Joy	Confirmed
July	1 st Thurs	<i>Likely no event to be scheduled</i>	Due to July vacations and timing of July 4 th holiday.	
August	1 st Thurs	<i>Open</i>		
September	1 st Thurs	<i>Open</i>		
October	1 st Thurs	<i>Open</i>		
November	1 st Thurs	Class: Home Décor/Swag Making		Tentative
December	1 st Thurs	ACW Art Exhibit	Coordinate with Holiday Stroll ACE Point of Contact: Kathy	Confirmed

- **1st Thursday Event Details**
 - March: Film Screening
 - Tickets: \$5
 - Provide waters: open
 - Popcorn?: Adam to pursue
 - Advertising and ticket registration: Chris
 - Projector: Joy
 - Room set up: to be done after ACE committee meeting on 3/1
 - May: Comedy
 - Tickets; \$20
 - Will provide beer and wine
- **Other ACE Events**
 - April 20th: Play 15: Musical instrument mini-lessons
 - Studio Sponsors: Onset Music and LB Music

- Ticketed event; free 15 min lessons
 - Hold during April school vacation week
 - Guitar, voice, and piano
 - Use Gallery and upstairs offices
 - 6 instructors – 3 per studio
- Writing Workshops
 - Colleen Getty is sponsor
 - She is test driving the concept at the Americal in Feb. Will contact ACE if concept gains structure and momentum
 - No concrete timeframe
- Health and Wellness Event
 - Adam is pursuing 'Fall into Fitness' concept
 - Hi-level Concept: multiple vendors - personal training, yoga, massage therapy, free blood pressure screening, weight watchers, etc
- Suggestion List for 1st Thursday or other ACE Events:
 - Black Tie Private Event for 'Shaw's Art' - possibly May or June
 - June/July Concert event and 4th of July Week
 - Celtic Knot Drawing (Joy)
 - Arts Night with multiple events of music and visual artist demo's
 - Donald Wong: Qi Dong
 - Friends of Lake Quannipowitt – Art Show
 - Quilters Exhibit by Quilters Common of Wakefield – targeted for sometime in 2018. Pat Kowalczyk is the point of contact.

DRAFT - Form and Rules for ACE Building Usage – initial thoughts....

Form:

- Event Description, including concept, logistics, and benefit
- Targeted Audience
- Targeted Dates / Times
- Requestor and Point of Contact info
- Arts and Culture Benefit
- Funding / Expenses
- Cost vs. Free
- Fundraiser
- Equipment to be brought in

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

Additional Cultural Exchange Committee Info

Initial Focus Areas for 2016

- a. Near term: Wakefield 101 Info sheet for the ACE
- b. Near Term: 1st floor painting and clean up and 1st floor bathroom and sink
- c. Near term: Exterior signage for the building
- d. Mid-term: Usage plan. Work on this in 2016
- e. 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:

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Open Activities and Topics

- 1) ACE signage and possible options.
- 2) Bank account
- 3) Future promotional and activity suggestions – See Ideas list below

Possible ACE Event Ideas

- 1) Move Restaurant Week Energy\Concept(March Concept) to Mid June Concert and Food Festival on Albion Street
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- 1) 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?
- 2) Switchbox Art Project - or other name depending on public art locations identified inside of the immediate area which could be the overlay Arts District
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 - a. Lake Art Walk concept
- 4) Painting of light poles on Albion Street
- 5) T – Shirt fundraiser

Albion Cultural Exchange Committee Meeting Minutes, Calendar, and Information

Meeting: 3/1/17

Member Participants: Chris Carino, Kathy Frey, Joy Schilling, Adam Pinkney

Not present: Mike Salvatore, Doug Henning, Tasha Shlake Festel

Next Meeting: 4/5/17 at 7pm at the Albion Cultural Exchange building, 9 Albion St.

I. **Meeting Minutes**

Minutes: February monthly meeting minutes approved

Introduction of new committee members: Doug Henning and Tasha Schlake Festel

1st Thursday in April event: Art Blooms on Albion: Event dates: 4/6 from 5 to 8 and 4/8 from 10 – 1

- Details and logistics for the event were discussed

1st Thursday in March: Food Fight Movie Screening: Event date: 3/2/17

- Details and logistics for the event were discussed
- FYI that the press release was not published by the local paper.

Donations / Sponsorship:

- Vacuum donation from Laurie Hunt – Chris to do social media and press release
- WHS Class of 1953. Potential offer to make a small donation to ACE. Chris is the contact point
- Beebe Library: The library donated 11 tables that they no longer need to the Cultural Exchange

Event Proposal Form and Event Guidelines:

- Near term goal: create a form and a set of guidelines for requesting and using the building
- Kathy created initial draft for the form and the guidelines from last meeting's discussion. (see page 3.) Discuss at future meeting.
- Next version to include information about lead time for requests and damage liability statement.

Wakefield 101 Info sheet for the ACE

- Initial version created by Kathy and sent to Chris for input

MAPC Activities

- Awaiting details and next steps and timing from the MAPC staff.

Upcoming Events

- Master Knitting Lecture for 4/27:
 - Chris is the point person
- Writing Event
 - Colleen to propose event and dates as current proposal isn't working within everyone's available time frames

Public Piano: No updates for this meeting

Building Signage: No updates for this meeting

Maintenance Items:

- Chris to submit a request to the Wakefield DPW for near term work on the ACE building:

II. ACE Event Calendar: First Thursdays and other events

- Open dates will be finalized at a later date

Month	1st Thur Event	Event	Coordinators	Event Concept Confirmed?
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July	1 st Thurs	<i>Likely no event to be scheduled</i>	Due to July vacations and timing of July 4 th holiday.	
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 - Provide waters: open
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 - Hold during April school vacation week
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 - Use Gallery and upstairs offices
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 - Writing Workshops
 - Colleen Getty is sponsor

- No concrete timeframe
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 - Adam is pursuing 'Fall into Fitness' concept
 - Hi-level Concept: multiple vendors - personal training, yoga, massage therapy, free blood pressure screening, weight watchers, etc
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 - Celtic Knot Drawing (Joy)
 - Arts Night with multiple events of music and visual artist demo's
 - Donald Wong: Qi Dong
 - Friends of Lake Quannipowitt – Art Show
 - Quilters Exhibit by Quilters Common of Wakefield – targeted for sometime in 2018. Pat Kowalczyk is the point of contact.

III. **DRAFT - Form and Rules for ACE Building Usage – initial thoughts....**

A. Form: to include lead time requirements

- Event Description, including concept, logistics, and benefit
- Targeted Audience
- Targeted Dates / Times
- Requestor and Point of Contact info
- Arts and Culture Benefit
- Funding / Expenses
- Cost vs. Free
- Fundraiser
- Equipment to be brought in

B. Rules/Guidelines: Both to include damage liability statement

- 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

IV. Additional Cultural Exchange Committee Info

Initial Focus Areas for 2017

- a) Near term: Form and Rules for ACE Building Usage
- b) Near term: Wakefield 101 Info sheet for the ACE
- c) Near Term: 1st floor painting and clean up and 1st floor bathroom and sink
- d) Near term: Exterior signage for the building
- e) Mid-term: Usage plan. Work on this in 2016
- f) Once near term is completed, put energy into having events in the building and increasing awareness and usage of the Cultural Exchange

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Open Activities and Topics

- 1) ACE signage and possible options.
- 2) ACE logo
- 3) Bank account
- 4) Future promotional and activity suggestions – See Ideas list below

Possible ACE Event Ideas

- 1) Move Restaurant Week Energy\Concept(March Concept) to Mid June Concert and Food Festival on Albion Street
- 2) Music in the Street with Music Studios LB and Onset
- 3) August Honk Festival? Musicians in the Street

Pool of Promotional and Activity Ideas:

1. Public Piano: Pursue options for getting the piano painted and have a future agenda item to figure out how to best leverage / use the piano
2. 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?
3. Switchbox Art Project - or other name depending on public art locations identified inside of the immediate area which could be the overlay Arts District
4. Public Art displays.....sculptures and other "installation options"
 - a. Lake Art Walk concept
5. Painting of light poles on Albion Street
6. T – Shirt fundraiser

Albion Cultural Exchange Committee Meeting Minutes, Calendar, and Information

Meeting: 5/3/17

Member Participants: Chris Carino, Kathy Frey, Joy Schilling, Adam Pinkney,

Not present: Mike Salvatore, Doug Henning, Tasha Shlake Festel

Guests: Steve Maio, Paul Reavis, Amanda Chisholm

Next Meeting: 6/7/17 at 7pm at the Albion Cultural Exchange building, 9 Albion St.

I. **Meeting Minutes**

Minutes: April 12th monthly meeting minutes approved

Event Reviews

- Play 15: 7 signed up; 4 participated. Good event with potential; do again. Next time: increase the price, increase time to 20 mins, registration “buys the spot”.
- Write After Dinner: about a dozen participants. If do it again, increase marketing to increase the numbers.

Events – Upcoming

Discussed event logistics and ACE Points of Contact for the following:

- Wakefield Cultural Council Annual Reception: 5/17
- AP Art Show - 5/18
- Shaw Art Show - 5/19 – 5/20
- JV WHS Art Show – 6/1

Discussed options for the July and August Events

Donald Wong, Piano playing, John and/or Eric’s artwork.

Public Piano – in the process of being painted. Chris to pursue getting it tuned.

Donations / Sponsorship:

- Vacuum donation from Laurie Hunt – press release to be published this week
- WHS Class of 1953. Potential offer to make a small donation to ACE. Chris is the contact point
- \$200 donation from Boston Computer Scanning was recently received.
- Ed Bennet – Greenwood church – preliminary discussion at a recent ACE event

Event Proposal Form and Event Guidelines:

- Near term goal: create a form and a set of guidelines for requesting and using the building
- Kathy created initial draft for the form and the guidelines from last meeting’s discussion. (see page 3.) Discuss at future meeting.
- Next version to include information about lead time for requests and damage liability statement.

Upcoming Meeting Topics

- Mission Statement / Elevator Pitch
- Capitol Costs

MAPC Activities

- Amanda presented a draft of the Albion Arts Corridor Strategy findings
- Discussed next steps, including logistics and options for sharing this info with community

II. ACE Event Calendar: First Thursdays and other events

- Open dates will be finalized at a later date

<i>Month</i>	<i>1st Thur Event</i>	<i>Event</i>	<i>Coordinators</i>	<i>Event Concept Confirmed?</i>
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February		<i>No event to be 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	Planning in progress
May 4	1 st Thurs	No event		
May 17		Wakefield Cultural Council Reception		
May 18		Wakefield High School AP Art Show		
May 19 /20		Shaw Art Show		
June 1	1 st Thurs	Wakefield High School JV Art Night	ACE Point of Contact: Joy	Confirmed
July	1 st Thurs	<i>TBD</i>		
August	1 st Thurs	<i>Open</i>		
September	1 st Thurs	<i>Open</i>		
October	1 st Thurs	<i>Open</i>		
November	1 st Thurs	Class: Home Décor/Swag Making		Tentative
December	1 st Thurs	ACW Art Exhibit	Coordinate with Holiday Stroll ACE Point of Contact: Kathy	Confirmed

- **Possible Upcoming ACE Events**

- Health and Wellness Event
 - Adam is pursuing 'Fall into Fitness' concept
 - Hi-level Concept: multiple vendors - personal training, yoga, massage therapy, free blood pressure screening, weight watchers, etc
- Comedy
 - Tickets; \$20
 - Will provide beer and wine

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- Black Tie Private Event for 'Shaw's Art' - possibly May or June
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 - a. Lake Art Walk concept
5. Painting of light poles on Albion Street
6. T – Shirt fundraiser

Albion Cultural Exchange Committee Meeting Minutes, Calendar, and Information

Meeting: 6/7/17

Members: Chris Carino, Kathy Frey, Joy Schilling, Adam Pinkney, Doug Henning, Tasha Shlake Festel.
(Not present: Mike Salvatore)

Next Meeting: 6/28/17 at 7pm at the Albion Cultural Exchange building, 9 Albion St.

I. **Meeting Minutes**

Minutes: May 7th monthly meeting minutes approved

Event Reviews

Discussed each of the following recent events at the building:

- WWC Grant Reception - 5/17
- AP Art Show- 5/18
- Shaw Art Show - 5/19 – 5/20
- ACW Demo Night
- JV Art Show – 6/1

MAPC Activities

- June 22 MAPC Arts Corridor Launch Event at the Beebe Library

Events – Upcoming

Discussed event logistics and ACE Points of Contact for the following:

- August 1st Thursday – Kidcasso. Lauramarie Small
- Baking with Whole Grains – with the Bread Store. Stand alone event maybe in September

Discussed possible other upcoming events:

- Donald Wong, Piano playing, John and/or Eric’s artwork. Break Dancing event

Public Piano: It’s been painted (\$52.66) and (\$90); and the video of the painting has been released,

Donations and Funding:

- Committee members signed the Payment Auth Form which allows the chairman to approve expenses up to \$2,000.
- Bill Payment: Carpet rental , bunting and flags, etc
- State Funds Review: pending receipt of funds
- Matching Grant Program: exists for building similar to ours, but need a matching donor. Chris to further investigate
- Caryn’s donated a sandwich board
- WHS Class of 1953. Potential offer to make a small donation to ACE. Chris is the contact point
- Ed Bennet – Greenwood church – preliminary discussion at a recent ACE event

Sponsorship and Advertising:

- Free Advertising concept discussed

Upcoming Meeting Topics

- Mission Statement / Elevator Pitch
- Event Proposal Form and Event Guidelines (see draft in section III of this document)
- Status of State Funds, and priorities and guidelines for usage
- Funding Committee – PR potential addition

MAPC Activities

- June 22 MAPC Arts Corridor Launch Event at the Beebe Library

II. ACE Event Calendar: First Thursdays and other events

- Open dates will be finalized at a later date

<i>Month</i>	<i>1st Thur Event</i>	<i>Event</i>	<i>Coordinators</i>	<i>Event Concept Confirmed?</i>
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May 25		ACW Art Demo Night	ACE Point of Contact: kathy	Confirmed
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October	1 st Thurs	Fall Decoration Class		Tentative
November	1 st Thurs	Class: Holiday Card and Tag Class		Tentative
December	1 st Thurs	ACW Art Exhibit	Coordinate with Holiday Stroll ACE Point of Contact: Kathy	Confirmed

- **Possible Upcoming ACE Events**

- Health and Wellness Event
 - Adam is pursuing ‘Fall into Fitness’ concept
 - Hi-level Concept: multiple vendors - personal training, yoga, massage therapy, free blood pressure screening, weight watchers, etc
- Comedy
 - Tickets; \$20
 - Will provide beer and wine

- **Suggestion List for 1st Thursday or other ACE Events:**

- June/July Concert event and 4th of July Week
- Celtic Knot Drawing (Joy)
- Arts Night with multiple events of music and visual artist demo’s
- Donald Wong: Qi Dong
- Friends of Lake Quannipowitt – Art Show
- Quilters Exhibit by Quilters Common of Wakefield – targeted for sometime in 2018. Pat Kowalczyk is the point of contact.

III. DRAFT - Form and Rules for ACE Building Usage – initial thoughts....

A. Form: to include lead time requirements

- Event Description, including concept, logistics, and benefit
- Targeted Audience
- Targeted Dates / Times
- Requestor and Point of Contact info
- Arts and Culture Benefit
- Funding / Expenses
- Cost vs. Free
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B. Rules/Guidelines: Both to include damage liability statement

- Capacity
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 - 60 chairs
 - Six 6' tables
 - Refrigerator and Freezer
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 - 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

IV. Additional Cultural Exchange Committee Info

Initial Focus Areas for 2017

- a) Near term: Form and Rules for ACE Building Usage
- b) Near term: Wakefield 101 Info sheet for the ACE
- c) Near Term: 1st floor painting and clean up and 1st floor bathroom and sink
- d) Near term: Exterior signage for the building
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Link to Wakefield related arts and cultural groups and businesses:

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Open Activities and Topics

- 1) ACE signage and possible options.
- 2) ACE logo
- 3) Bank account
- 4) Future promotional and activity suggestions – See Ideas list below

Possible ACE Event Ideas

- 1) Move Restaurant Week Energy\Concept(March Concept) to Mid June Concert and Food Festival on Albion Street
- 2) Music in the Street with Music Studios LB and Onset
- 3) August Honk Festival? Musicians in the Street

Pool of Promotional and Activity Ideas:

1. Public Piano: future agenda item to figure out how to best leverage / use the piano
2. 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?
3. Switchbox Art Project - or other name depending on public art locations identified inside of the immediate area which could be the overlay Arts District
4. Public Art displays.....sculptures and other "installation options"
 - a. Lake Art Walk concept
5. Painting of light poles on Albion Street
6. T – Shirt fundraiser

Albion Cultural Exchange Committee Meeting Minutes, Calendar, and Information

Meeting: 6/28/17

Members: Chris Carino, Doug Henning, Kathy Frey, Adam Pinkney, Joy Schilling,
(Not present: Tasha Shlake Festel, Mike Salvatore)

Guests: John Natale, Steve Maio

Next Meeting: 8/2 at 7pm at the Albion Cultural Exchange building, 9 Albion St.

I. **Meeting Minutes**

Minutes: June 7th monthly meeting minutes were approved with the correction to the spelling of Qi Gong

State Funding Update:

- Funds of \$100k have been received by the town and are designated for improvements to the ACE building

ACE Building Improvement Options

- Discussed how to pull in resources appropriately
- For work not done by the town, the bid process for work over \$50k will be followed.
- Primary concerns are 1st floor bathroom, accessibility, and a lift.
- Agreement that initial focus should be on the 1st floor gallery, the lift, accessibility, and limited basement work. Work on the 2nd floor and additional basement work would be a second phase.
- Downstairs painting – put on hold
- Several local architects will be further contacted with the hope of having initial discussions at the next ACE meeting on 8/2. Joy is the point of contact for Mike Kilkelly and Steve Roberto is for Phoenix.
- Signage was discussed. Agreement to pursue a temporary banner (Kathy is authorized to spend up to \$200) and future plans would include permanent signage.
- The committee will work with Steve Maio in his official town capacity and will be kept informed of plans, arrangements, progress, etc. Steve will be the BOS informed.

MAPC Activities

- Steve Maio thanked the ACE committee for all of their efforts on the MAPC Albion Arts Corridor Strategy assessment and findings.
- The recent presentation of the MAPC findings to the Wakefield Board of Selectman (BOS) was favorable. The focus areas section of the presentation, including the positives and the challenges, particularly resonated with the BOS. The BOS are supportive of proceeding with the initiative.

Event Reviews

Discussed the following ACE sponsored events:

- The June 22nd MAPC Arts Corridor Launch Event at the Beebe Library was well attended and positively received by the community

Events – Upcoming

Discussed event logistics and ACE Points of Contact for the following:

- 7/23 – Sweet Bay Flower Arranging Class. Joy is the point of contact
- 8/23 or 8/24 – Sweet Bay Arranging Class is being planned
- 9/9 – Bread Store – baking oriented event. Time is 5pm to 7pm.
- 1st Thursdays:

- August 1st Thursday – Kidcasso. LauraMarie Small – Tasha is the ACE point of contact
- Sept – open – maybe a music event?
- Oct – open - Sweet Bay decorating class is a possibility
- November – holiday cards and tags – Kathy is the point of contact
- December – ACW art show – Kathy is the point of contact

Discussed possible other upcoming events and activities:

- FOLQ – possible fall art show – is being explored
- The ACE building will not be hosting an event during the Italian Festival

Donations and Funding:

- Chris asked that if anyone has any building related expenses, to let him know
- Recently received a \$200 Donation from Boston Computer Scanning
- The committee can consider selling existing equipment in the building including the vault and the mainframe hardware as means to raise funds.
- No Update:
 - WHS Class of 1953. Potential offer to make a small donation to ACE. Chris is the contact point
 - Ed Bennet – Greenwood church – preliminary discussion at a recent ACE event
 - Matching Grant Program

Sponsorship and Collaboration

- There are discussions underway with Sweet Bay about floral decorations and maintenance arrangement for the front of the building
- Discussions have been started with Bright View on collaborating with ACE for expanded meeting space and other opportunities.

Photo Contest

- Discussed options for conducting a 4th of July photo contest

Mission Statement

- Joy will do an online survey to get input on the ACE mission statement

Upcoming Meeting Topics

- Event Proposal Form and Event Guidelines (see draft in section III of this document)
- The Event Planning committee has been folded under the Main Streets committee. At the next meeting, ACE will discuss communicating with the committee about the storage arrangements for the items currently in the building.

II. ACE Event Calendar: First Thursdays and other events

- Open dates will be finalized at a later date

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