

ENFIELD CULTURE & ARTS COMMISSION

Minutes of Regular Meeting

Monthly Meeting – October 4, 2016

Angelo Lamagna Activity Center at 6:00pm

Meeting called to order at 6:08 pm by Kassie Huhtanen

Present

Kassie Huhtanen, Donna Hamre, Mary Keller, Sue Muldoon, Shannon Esslinger, Marguerite French, Sam Dupuis, Jennefer Ryan, Betty McGuire, Matthew Sylvester, Emily McIntosh, Damon Patnoe

Minutes of the meeting were accepted by Kassie Huhtanen and seconded by Jennefer Ryan.

Chairperson's Remarks

There were seven applications received for the Artists at the Square event. The vote was unanimous to cancel the event due to lack of response. Thank you to Sam for all her hard work, we will revisit this as a future event. Thank you to Betty for all her work on the Paul Bisaccia event at the Senior Center. The Chalk contest at Family Day was a success.

Treasurer's Report

Fund last fiscal year finished out at around \$35,000+, we are budgeted to receive around \$4,000 from the town budget down from \$9,000 which the commission received last year. The estimated balance is \$39,000+.

Staff Liaison's Remarks

Current Board member names and contact information reviewed by all present members for accuracy.

Our next meeting will be November 1, 2016 at the Town Hall held in the Break Room.

Former commission members Terri, Diane, and Yvonne will be honored with a certificate for years of service at the October 17th Town Council Meeting at 7pm. Terri served on the commission from 1998-2016, Diane served on the commission from 2001-2016, and Yvonne served from 2002-2016. We thank them for their service.

Our online calendar has been updated. Artist at the Square has been canceled, Paul Bisaccia has been added.

We are able to order promotional materials from approved vendor Chris Casey for future events.

The grant proposal has not been finalized yet. The request for proposal (RFP) has to go through the legal department for approval.

Ethics and By-laws were distributed to our two new members Damon and Matt.

A review of our Ethics policy: Events that are planned by ECAC are to benefit the town, not for individual business interests and not to be for personal gain.

The Jack O Lantern Festival committee sent us a letter for support, a formal response was suggested. A formal form letter will be drafted for use for all responses for funding. The committee will be working to put together a calendar of events 6-12 months in advance for planning and budgeting.

Old Business

Seven applications for the Art Show were received. Sam will contact the Artists by email to advise that due to lack of response the event will be canceled. Sam will be returning the lease to the Enfield Square and canceling the event. The Artists applications will be returned with a letter. It

was suggested to keep the artists contact information on file for future events. Suggested "June on the Green" as an Art Event to be held on the Town Green rather than in the Enfield Square.

A Pride event was proposed by Emily to embrace the culture aspect of the residents of Enfield. The event could include Art/Craft vendors, food trucks, road race, Artist Show all tied together, in possible combination with the "June on the Green" event. Mary suggested to plan this type of event one year out due to the size of the event and to consider the coordination of the following: weather, town green reservation, signage, vendors, entertainment, police collaboration, and to bring in other departments. We are not allowed to have wine/alcohol on town property (The Fourth of July Committee is a 501C).

Betty confirmed that the Paul Bisaccia event is all set for Oct 23rd. Tickets will be available at the Senior Center and the Rec Center. Posters have been distributed around town at ShopRite, Country Diner, Senior Center, Matty's Music, and Little Sisters of the Poor, the ECAC Facebook page, Web page, and various other publications. Mary sent the contract to Paul Bisaccia. Marguerite is working on the programs, board members will be in attendance to help with the event. During intermission, the senior center will provide refreshments. The ticket money goes back into our fund. Mary will be bringing a ticket box and petty cash for ticket sales at the door.

Artist at the square will be rescheduled for a possible June date on the Town Green. Food trucks are only allowed at 5 town owned locations: to include the Town Green, Brainerd Park, and Green Manor Park. There is no formal regulation on the food trucks yet. Mary will contact the manager's office about dates and will get info on the food trucks. A tentative date has been set for Saturday, June 10, 2017, event will be held rain or shine with no rain date. During our next meeting we will review the price and hours of the event. It will be a juried "Art & Craft Show" where vendors can display and sell their work. Entertainment, live music, marketing, advertising, press releases will all be discussed at the next meeting after some research has been done. A suggestion was made to involve the kids, to reach out to the schools to run a kids tent where they can show their art work and possible

create art work in the tent. We will contact Asnuntuck about joining in as well.

A review of the events we have coming up: Paul Bisaccia, Festival of Trees, Torchlight Parade and Carol Sing.

The sidewalk Chalk contest during Family Day was a success. We had 50 participants ranging from age of 3 through adult. We have enough chalk left over for next year for approximately 40-45 participants. We may need to invest \$40 for next year's event for new chalk. Some of our feedback from this year's event and suggested changes for future events are:

- Request a new location for next year to move our table closer to the other tables on the green and further from the intersection so we can be more visible to the participants of the event.
- Table cloths for our tables that include our logo for better identification of our commission.
- A purchase of pop up tent to cover our table. This year Emily, Damon, and Shannon brought pop up tents for our use which was beneficial with the rain/weather protection.
- We distributed approximately 75 buttons.
- For next year we would like to hang signs on the sidewalk to encourage people to not walk over the chalk drawings. We had several squares smudged do to people walking over the drawings.
- Rather the splitting the squares based on ages/categories, we will allow families to have squares together, we will discuss how to work the judging with categories blended together at a future meeting.
- \$300-\$350 suggested as a budget for next year for chalk, materials, and contest prizes.
- When we commit to events, the commission should have a sign up for who will be at the event so we can plan to have enough coverage from the board members to run the event successfully.

New Business –

“Concerts on the Green”: in the past this was an event that was held at the Town Green in the Gazebo every Tuesday during summer months. A suggestion was made to bring it back but to rotate the location throughout different areas of town: Green Manor, Brainerd Park, and Fermi and to partner with businesses for different sites to move the event out of Thompsonville and bring our presence throughout Enfield.

Torchlight Parade and Carol Sing will take place on Sunday, December 4th. It will be run by the Enfield Fire Department this year. The parade will travel from Enfield Street School to the Town Green via Route 5. This year the parade will be expanding to include other groups other than the Fire Departments. The 2 hour event will run from 6-8pm and will include the High School Band, Santa on a sleigh, chorus groups from the schools for a carol sing to begin at 7pm. The Mayor will coordinate the lighting of the tree on the town green. ECAC sponsors the Carol Sing and the stilt walkers. Members of ECAC will kick off the Carol Sing at the Gazebo. Attendance at the event greatly depends on the weather. Typically there are about 100 carolers plus their families, it is expected to have 300-400 people on the Town Green for this event.

Festival of Trees reception will take place on Wednesday, December 14th at 6:30pm at the Enfield Public Library on Middle Road. The event will include a Carol Sing presented by the Library staff. ECAC will decorate a tree with our logo at our December 6th Board Meeting to include all board members in attendance. ECAC will also purchase baked goods for the reception. The tree decorations are located in the Rec Center storage area.

The library is interested in collaborating in the future with ECAC. A library representative will be invited to speak at a future board meeting about future events to collaborate with.

Our calendar of events for the remainder of 2016:

October: Paul Bisaccia

November: No events

December: Torchlight Parade and the Festival of Trees

Any progress on the 100 High Street location is all speculation. There has been no official plan for that location.

Meeting was adjourned at 7:55pm.

Respectfully submitted,

Donna Hamre, Secretary