

## ENFIELD CULTURE & ARTS COMMISSION

### Minutes of Regular Meeting

Monthly Meeting – November 1, 2016

Enfield Town Hall Break Room at 6:30 pm

Meeting called to order at 6:39 pm by Kassie Huhtanen

### Present

Kassie Huhtanen, Donna Hamre, Mary Keller, Sue Muldoon, Marguerite French, Sam Dupuis, Jennefer Ryan, Matthew Sylvester, Emily McIntosh, Damon Patnoe, Bill Lee

We did not have the minutes from the prior meeting available to review.

### Chairperson's Remarks

Thank you to Betty and Marguerite for all their work on the Paul Bisaccia event at the Senior Center. 186 tickets were sold to raise a total of \$1302.00. A thank you note will be sent to the Senior Center for collaborating with ECAC and a note that we look forward to more collaboration in the future.

### Treasurer's Report

Our balance as of June 30<sup>th</sup> was \$35,120.19. We received \$4,000 from the town council budget, the Paul Bisaccia event deposit was \$1,302.00 and we spend \$1706.34. The Stilt walker's payment and the Big Y invoices are still pending. Our current balance is \$37,413.85.

### Staff Liaison's Remarks

We will have access to the whole fund. We can access the entire balance and are all set for future events and payments going forward.

We were contacted by Youth Services to inquire if we were interested in participating in their Winter Traditions event this December. Due to the timing, we declined the invitation. Emily will work with Andrea who is the contact person for Youth Services. We will consider this event for next year.

The Jack O Lantern Festival inquired for our participation. We will consider participation for next year at an upcoming meeting.

### Old Business

Feedback from the Paul Bisaccia concert:

- Kassie took photos and will make them available for future advertising.
- The Senior Center was a good choice based on the demographics. Susan was able to self-advertise. If it wasn't for her posting the event in the Senior Center newsletters we may not have had such a successful turnout.
- 80 tickets were sold at the door due to advertising on social media.
- We need to have an overall marketing plan in place for each program to use as a template for future events.
- Susan from the Senior Center is interested in having organizations use the space at the Senior Center as a partnership.
- In the future, we can consider covering the refreshments.
- We need to pre-approve funds for refreshments.
- Facilities that we can use as future venues for events are: Fermi, the Enfield Public Library, Senior Center, and other School Buildings.

Our next event will be the Torchlight Parade and Carol Sing on December 4, 2016. The Stilt walkers have been arranged. Mary has the contract and the check for the Stilt walkers. In attendance for the event will be Kassie, Mary,

Donna, Jennefer, Emily, Damon, Matthew, Sue and Sam. We will plan to meet at the Gazebo at 6:45pm. Kassie will speak to introduce the Mayor and kick off the Lighting of the Tree and the Carol Sing. The ECAC members in attendance will attend the event and think about what we can add for 2017, including marching in the parade to market ourselves.

We will not be using Fire Pits at the Town Green for the Carol Sing during the event this year due to complaints from previous years.

The order of events for the evening are: Parade with Stilt walkers, lighting of the tree, Carol Sing.

Our second event in December is the Festival of Trees to be held at the Enfield Public Library on December 14, 2016 at 6:30pm.

\$200.00 has been allocated to refreshments for the event. Emily has made arrangements for an assortment of cookies, brownies, and pastries from Big Y. A buy 2 get one free offer will be used. Big Y is one of our approved vendors and look forward to working with us for future events with enough notice. Emily will check with the library on beverages and paper goods to see if they are needed as well.

We will be decorating our tree during our December meeting with our logo buttons. Kassie will pick up the tree from the library. Emily will bring the decorations from Mary's office at the Rec Center.

### New Business –

Our January meeting will be longer than usual for Brainstorming, presenting, and setting up our calendar of events for 2017. The meeting will be from 6:00-8:00pm to include dinner. Members will bring \$5.00 per person to the December meeting, we will discuss food options at our December meeting.

All member are encouraged to present a program that they would want to include on our 2017 calendar and we can narrow down our ideas. The presentations should include:

- what the project is
- when
- venue
- work involved
- rough budget estimates
- target audience
- be able to answer questions regarding the proposed event

In a previous meeting, Emily had compiled a spreadsheet to include possible events that members were interested in. That will be redistributed for the new members and to be used as a reference for project proposals.

At our January meeting we will create a calendar, marketing plan, budgeting plan and a flyer to advertise our upcoming events.

Robert's Rules were passed out to all members for review and to be used during future meetings.

Meeting was adjourned at 7:40pm.

Respectfully submitted,

Donna Hamre, Secretary