

## ENFIELD CULTURE & ARTS COMMISSION

### Minutes of Regular Meeting

Monthly Meeting – March 7, 2017

Enfield Town Hall at 6:30 pm

Meeting called to order at 6:35 pm by Emily McIntosh

### Present

Mary Keller, Donna Hamre, Marguerite French, Emily McIntosh, Damon Patnoe, Sam Dupuis, Betty McGuire, Tom Arnone

We reviewed meeting minutes from the February meeting. Minutes were accepted and approved by Emily McIntosh, 2<sup>nd</sup> by Donna Hamre, all in favor.

### Chairperson's Remarks

For the board members who were not present last month, Kassie Huhtanen has resigned. Emily McIntosh is the co-chairperson. We currently have a board vacancy and are seeking someone with marketing experience. There are no current applicants.

Sam Dupuis met with Sue Muldoon and discussed that having one person handle the marketing, press releases, etc.

Tom Arnone suggested sending a note to Deb for a press release for community members who are interested in becoming board members. We cannot fill our vacancy until Kassie's official resignation is received. We can post a notice on our Facebook page asking for volunteers. Volunteers can help provide coverage and presence at our events. Emily McIntosh and Sue Muldoon are admins on the Facebook page.

## Treasurer's Report

Our current balance is \$38,307.87. We have purchased the Belly Dancing Scarves through our Amazon account.

Mary put in our request for \$9,000. The level fund balance same as last year was \$4,000. Budget approval is pending.

## Staff Liaison's Remarks

Tom Arnone explained that due to budget cuts commission will most likely receive level funding. Our fund balance is a driver of this. Our ECAC vision is still in progress. Initiatives like the grant program to support the Arts in town rather than "make" the Arts in this town should be our goal. Supporting the Arts is where we should be focusing our time.

With our fund balance, there are dozens of things that are going on in our town that we can support. We can follow the lead of other towns by supporting Children's theater and having a traveling stage similar to Simsbury, CT.

The grant program is still with Mary because of reservations regarding Ethics and Conflict of Interest with commission members. Due to the gray area, we will need to add a written rule in the By-laws to address this. Mary will put something together for the next meeting.

Pending projects are a portable screen purchase for outdoor movie events and the High School students "Escape" proposal.

It was asked if we as a commission should plan on going in front of the Town Council to explain "this is how we are going to be using our money", Tom Arnone said not yet. What we do need is more exposure. We are able to utilize E-TV as a resource as well as periodically going before the Town Council 3-4 times a year with a slide show of what's going on with ECAC. Mary submits a bi-weekly report to the town manager she includes Recreation and ECAC in the report.

When we are ready to appear at a town council meeting, we can let Tom and Bill know and they will get us in as a special guest.

E-TV is looking for funding on their History program, reaching out can give us logo time on E-TV and that can match our cultural needs for the commission.

Tom Arnone ran an Enfield History Program last year. He will share information on how it was done for future events.

E-TV can promote our events, we can also advertise on the ACC Radio Show.

Our goal for our grant program should be 4 grants/year, the grants can range from \$100-\$500 each and that would make a huge impact in our town.

### Old Business

Belly Dancing Class - will be held on March 23<sup>rd</sup> at the Enfield Senior Center. The scarves have been received for attendees to use. Shannon will run the program and Emily will assist. 25 people have signed up, the event will be held in the Atrium area.

Paint and Plant - will be held on Tuesday, April 11<sup>th</sup> from 1pm-3pm in the craft room at the Enfield Senior Center. This event will be capped at 30 participants due to room capacity. Grandparents will paint a clay pot with their grandchildren. Soil, seeds and a recipe card for the seeds variety provided will be sent home with the decorated pot. Patrons will be encouraged to send ECAC a photo of their plants as well as the meal that was created to our Facebook page.

Paul Bisaccia - will be held on October 15<sup>th</sup> at 2pm at the Enfield Senior Center. Betty will introduce Paul Bisaccia. Marguerite will do the program using the program and ticket templates from last year. Tickets will be sold at the Lamagna Center as well as the Senior Center. Marguerite will get the list of contacts, press release and publicity information, piano rental information from Betty. She has volunteered to take over the marketing for this event from Betty.

Movies in the Park – update pending

Drum Circle – no updates from the 4<sup>th</sup> of July committee. We will discuss this at the April meeting.

Krampus Workshop – Shannon was not in attendance at tonight's meeting. We will have updates at the April meeting.

Enfield Rocks - will be held on May 4<sup>th</sup> at the Enfield Public Library. Donna will contact Shannon to put together an invoice for the amount that we are going to sponsor and to find out who we will be making the check out to.

Enfield Public Library events - Emily contacted the library to decline sponsoring any of the programming that was offered. We will revisit the historical events proposed in 2018 and consider co-sponsoring at a larger venue.

Tom suggested for ECAC to partner and collaborate together with the Enfield Historical Society. They are rebuilding their board and it would be beneficial for us to work with them on some history programs to showcase pre-revolution history in town. The focus on Enfield History is focused on 1950- forward, nothing prior.

Artists & Artisans Festival will be held on September 30<sup>th</sup>. Applications have been send out. Sam has asked the art groups that she distributed the applications to, to post and advertise.

A press release in the newspaper has not been done yet but she will work together with Sue to do the press release and update the Facebook page. Mary can provide us the list for the press releases. It was also mentioned that Starbucks will allow us to advertise on their community board. Sam will talk to Amy Witbro about adding a children's area, possibly separate areas for age appropriate art activities for elementary, middle school, and high school age students. The goal is to contact the schools prior to the end of the school year to get that set up.

New Business –

Family Day-Sidewalk Chalk Contest – We voted all in favor of continuing with this event this year. We will talk to the organizer about moving our

location closer to the rest of the festivities for more visibility. We discussed the purchase of a pop-up tent with our logo. Pricing will be researched for further discussion.

Jack-O-Lantern Festival - Emily will reach out for more information for the pricing schedule to see what their needs and plans for this year's event are.

Grant proposals - We will discuss the grants at our April meeting. There will be conditions in place involving Ethics as well as a condition for Commission Members resigning and a restriction to not apply for a grant until after their current term would have ended.

Tom will check with legal with the question of Ethics about Commission Members participating in the events with Food Trucks, Artists Booths, etc. to get us a concrete answer.

He will also look into having someone come and speak about ethics and training.

Marketing plan – A focus will be on putting together a marketing plan to include a list of place where we can advertise, to put a binder together for ECAC.

Emily will be updating the Facebook page to post more frequently. The goal is to post once a week about our upcoming events as well as posting Culture and Arts related Memes and relevant articles on the Facebook page to draw more attention on social media to increase our followers.

Sam presented an article from a newspaper in New Hampshire regarding a snowman challenge that was held. Photos of Snowmen were sent in for the entire winter season. This is an event that we will talk more about replicating.

A similar project was discussed replicating a Suffield contest involving Scarecrows.

Next meeting, we will discuss Marketing, Grant Proposals and preparations for our August meeting where we will start planning for our 2018 season.

Meeting was adjourned at 7:52 pm.

Respectfully submitted,

Donna Hamre, Secretary