

**Cape Elizabeth Arts Commission**  
Minutes of the February 2006 Meeting

Diane Brakeley called the February 14, 2006 meeting of the Cape Elizabeth Arts Commission to order at 7:00 pm. Also present were Marlee Hill, Steven Popp, Suzan Backer, Lina Newhouser and Jay Scherma.

**1. Secretary's Report**

The secretary's minutes of the last meeting were read. It was noted that under "election of officers" at the January meeting, we moved to change the Co-Chair title to Vice Chair. Steve made the motion again. Suzan seconded it and the motion was accepted by all. With that correction, the minutes were unanimously accepted. Diane handed out a revised list of CEAC positions.

**2. Treasurer's report**

A check request has been made for \$250.00 to frame last year's selection for the permanent collection, leaving \$2,750 remaining in the current budget.

**3. OLD BUSINESS**

○ **Report on Member Replacement**

Diane reported that three people applied for the remaining position on the Commission. They were interviewed by the Town Council. The Council met on February 13, but it's possible that the position was not voted on at the meeting. We should have a new person by the next meeting.

○ **Discussion of Budget to be submitted to Town Council in February**

Schedule Diane plans to submit budget by February 17.

A discussion began comparing budgets for fiscal years 2004/2005/2006 and 2007.

As part of the comparison, a discussion arose about the \$100 prize for high school students when their work of art is selected to become part of the permanent collection. Marlee reviewed the selection process and Jay reminded us that the students have to give their work to the school/town's permanent collection. We agreed that the prize amount is something to be proud of and that we would maintain that item in the budget.

Due to the fact that the Creative Capers Writing Contest is a significant part of the budget, we agreed as a group to leave the budget discussion temporarily to make plans for the Creative Capers Writing Contest.

○ **Planning for Creative Capers Writing Contest**

Location & Date: Suzan reported on her research. St. Bart's is \$150. St. Alban's does not have a room that is big enough. The CEHS cafeteria and CEMS cafetorium are free options on campus.

Suzan booked the CEHS cafeteria for Wednesday, April 26 from 6-9 pm. All approved of this action.

Suzan asked for a PA system and tables for food.

Set up & Food: Suzan and Marlee will set up. Marlee will deal with the food. Last year we had brownies and cookies, coffee and punch provided by Sue King at the school. \$225 was the cost last year.

Publicity: We need to get articles in the Courier and Sentry, and place an ad on Cable TV<sub>3</sub>. Diane will ask Christine to take care of the publicity. If Christine is not able to do it, Diane will. We should also send a letter to all English teachers. Diane has it on her computer and will send the letter to the teachers.

Forms/Application: Steve proposed that we have the application form on the ad, and had a stack of them in the library. The form should include name, level, address and telephone.

MC for the evening: Marlee suggested Steve, since he has experience as an MC. Steve agreed.

Prizes:

Adult Prize: Steve said that Chris Falk has donated one of his framed photographs of an antique typewriter. This suggestion was unanimously accepted.

Student prizes have traditionally been \$50 for elementary, \$75 for middle school and \$100 for high school. Following some discussion about the option of gift certificates for the students, all agreed that the students would rather receive the cash.

Musical Entertainment: Diane noted that Christine offered to line up donated entertainment. Jay noted that we need to get a contract in writing. Diane will talk with Christine.

Word Limit:

Suzan noted that a limit is good so the evening is not too long. Jay said it's part of the discipline. Steve added that it makes the contest more challenging. It was agreed to set the following limits:

Elementary: 100 words or less

Middle School: 200 words or less

High School: 300 words or less

Adults: 300 words or less

Judges: Diane suggested that we have three judges. Proposed judges were: Gail Parker, Connie Goldman, Steven King, Bill Nimitz and the wife of a former teacher of Diane's. Diane will call the prospective judges.

Budget: Funds allocated are \$550. This assumes free entertainment. \$225 was accepted for the food. Diane will try to get 2 ads in the papers for the price of one.

- **Resumption of Discussion about Budget**

Fiscal Year 2007 Budget proposal: Diane proposed that the budget be higher than it has been, allowing the Commission to take on new projects.

Town Art Inventory:

Steve proposed that an Inventory of the Permanent Collection would be a perfect project for the Commission. Since we are safeguarding public art and with it, public funds, it is important that we know what art is part of the collection and where it is located. We should put the information in a database.

Jay noted that the previous CEAC had started this project (the CD that Marlee has may contain photos of the art). He thinks the initial list of town art was done in 1992 by M. Dunahy. (?Sp)

Diane asked if the CEAC is the keeper of the town art?

Jay answered “No” but there is no other group to inventory it. And that it would not be inappropriate to have it appraised, and to clarify issues like who owns the copyrights on the art.

Lina asked if the inventory project is just one option for a project. Jay responded that we only need to propose a possible project in February. The final decision will be due in April. Suzan noted that the permanent collection will be a good project for the Town Council to embrace.

It was agreed that Diane will submit the overall budget figure of \$3750

Steve asked if we are getting requests for grants? Would we be able to spend the \$3750?

Diane said we were not getting requests. Lina asked if we were advertising. It was agreed that we need to advertise more.

- **Update of Library Gallery Schedule**

Steve reported that Svetlana is on for May as far as he knows. We reviewed examples of her work.

Diane proposed that we accept Christine’s schedule. Marlee seconded. All agreed.

Diane presented a proposal for summer for an exhibit by an autistic artist. Following review of his proposal and examples of his work, Lina asked if we could have Christine contact him to review the guidelines and requirements and then we could vote on it in March. All agreed.

- **Report on Permanent Art Collection**

Marlee asked for 2-3 volunteers to judge art work in the middle school from the first two trimesters. We select one student per trimester to win a prize and whose work will become

part of the permanent collection. Lina and Diane agreed to meet Marlee on Thursday, February 16 at 2:20 pm to review the artwork with the teacher.

#### 4. NEW BUSINESS

- **Artists Receptions in Library Gallery**

Steve proposed that Christine has been burdened with a less than satisfactory “boiler-plate” to work from for the exhibits and receptions in the library gallery. We should have more of a draw of artists who want to exhibit.

Specific problems with the current system:

Application: We need clearer guidelines for the artists. We need to formalize the process, and tell the artists when the reception is.

Acceptance Letter/Contract: Steve suggested we need a form letter to send back to artists after their application is accepted, including a contract that the artist signs. The application needs to have policies that go out with it.

Diane will ask Christine to bring current documents to the next meeting for review.

Openings: We should not call it an “opening” but rather a “reception” – and have the artist suggest the date.

Steve moved that we offer the first Friday of the month as the available date for a reception, from 7-9, pending approval by the library. Suzan seconded it, and all agreed. Steve suggested that the application could include a box to check “I do/do not want a reception on the first Friday of the month.

Information Flow Problem: There is a need to coordinate the schedule with the custodians of the library, the artists and the members of the CEAC who are responsible for the reception.

#### 5. Next Meeting Date: March 14, 2006 – 7 pm - in Library

Meeting was adjourned.

Respectfully submitted by Lina Newhouser, Secretary