

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

Diane Brakeley called the March 14, 2006 meeting of the Cape Elizabeth Arts Commission to order at 7:00 pm. Also present were (new member) Sara Beard Buckley, Marlee Hill, Christine Morgan, Lina Newhouser, Steven Popp, and Jay Scherma.

**1. Secretary's Report**

As all members had copies of the minutes, highlights were reviewed. Steve moved that the minutes be accepted. Marlee seconded the motion and the minutes were unanimously accepted.

**2. Treasurer's report**

As Suzan was not present but submitted a written report read by Diane. The current balance is \$2,750. \$250 was paid to Old Crow Gallery for framing.

**Action: Middle School Art Award checks for \$25 will be cut for Kisa Tabery and Summer Pillsbury.**

**3. Welcome New Member Sara Beard Buckley**

**4. OLD BUSINESS**

(Items that required Christine's input were moved up on the agenda because she had to leave early.)

○ **Update of Library Gallery and Reception Schedule – Christine**

Diane reported the CEAC had received a bill for \$36 from the CE School Department for someone to supervise the last gallery opening because no one from CEAC was available to chaperone the reception. CEAC also received a memo from Pat Fowler requesting the names of CEAC representatives who will be available for the April and May receptions.

Schedule:

Current (March) Exhibit: VSA

Christine suggested asking the VSA to stay on in the gallery in April since the high school decided not to exhibit. She also reported that the VSA had written requesting a time for their three judges to visit the show, and have light refreshments.

A discussion ensued on the pros and cons of asking them to extend into April and how to handle a second reception if they in fact wanted refreshments for either the judges or the awards event.

Jay noted that if they only want to come to judge, they can come anytime and no CEAC rep would need to be on hand. If they are inviting a large crowd, then they should extend for a second month and then have their reception on the first Friday of April (4/7) in accordance with the new guidelines.

Diane preferred a change in the gallery for April. Christine suggested that since the gallery is smaller and it's a lot of work to hang the work, perhaps we should offer all artists two

~page 2 CEAC minutes

months. Lina noted that it should be easier with the new hanging system. The sense of the group was that change is good, keeping the exhibit space fresh, more interesting.

### New Applications for Exhibition in the Gallery

Christine reported that most are interested in September and October. Steve noted that the CEAC needs to tell them what is available.

April: Morris Kreitz to be offered April

May: Svetlana is already scheduled

June: Eric Johnson (reviewed in February for vote this month)

Christine suggested Eric Johnson could be available for June or July. Following a discussion of whether the work would be gallery ready, Steve moved that Johnson be accepted for June. The motion was accepted unanimously.

July: Library

Jay said he wants July for the Library. The Trustees with the Foundation want to put on a fair in celebration of the 20<sup>th</sup> anniversary of the renovation of the library, including and exhibit of photos of the library and blueprints.

**Action: Jay will let Christine know within a month**

**Action: Marlee will get an application to the Pond Cove Elementary Art teacher for July (if the Library does not use the Gallery.)**

April/August: Morris Kraeitz (watercolors) will be asked if he would like to exhibit in April. If not, he will be offered August.

September: Etsuko Leeaphon (watercolors) will be offered September

October: Cape Elizabeth Art League (via Jean Fine) will be offered October

November: Open Studio at Cape (via David Campbell) will be offered November.

If Mr. Kraeitz is not available for April Christine will ask the VSA to extend.

**Decisions: above schedule was agreed upon**

**Action: Diane will create a new template for the CEAC exhibit application/agreement based on our discussions.**

**Action: Christine will contact all of the applicants re: the dates available for them, the CEAC agreement and the installation and reception dates and times.**

Reception Times and Schedule:

~ page 3 CEAC minutes

Jay proposed that artists should be there by 5:00PM to set up for the reception so his staff can hand off the CEAC and the artist at 5:15 when they are scheduled to leave.

Steve proposed that the reception time should be 6:00-8:00 PM. Jay noted that the custodian should be there during those hours as well. Diane called for a vote and all agreed.

**Decision: Artists must arrive by 5:00 PM on the day of the reception. The reception time will be 6-8 PM.**

**CEAC Chaperones for the receptions:**

April 7: Sara Beard Buckley

May 5: Marlee Hill

June 2: Christine Morgan

July 7: (library)

August 4: Diane Brakeley

September 1: Lina Newhouser

October 6: Suzan Backer

November 3: Steve Popp

There was some discussion about possibly changing September 1, since it is the beginning of the Labor Day weekend.

**Decision: all agreed we would stick to the schedule.**

○ **Status of Grants**

Diane opened the discussion asking if this task would be handed over to new member Sara, as Christine has been doing two jobs. Christine offered either Grants or the Gallery to Sara.

**Decision: Sara accepted the job of coordinating Grants**

Christine said there is no notebook on the grants given, but there is a CD with logo and application form. Sara asked how much money is available for grants? How much to be given out May 1, November 1? Diane suggested she say that \$500 is available.

**Action: Christine reported that the current application is not a Cape Elizabeth resident, so we need to write to him. She suggested that we tell him about the option of exhibiting in the Gallery. (Sara?)**

**Action: Diane asked Sara to write an article for the Cape Courier re: the May 1 deadline for applying for grants.**

○ **Planning for Creative Capers Writing Contest**

**Publicity & Application Forms:**

Christine presented a proposed ad for the Cape Courier. Lina asked about attaching the

~page 4 CEAC Minutes

application to the ad. Diane reported that it would cost more.

**Decision: All agreed that we would bear the cost.**

**Action: Christine and Sara will work on the final text/layout for the ad.**

Musical Entertainment:

Christine reported that Sam Sherry will be there to play with additional musicians from the High School. Sam did not think a contract was necessary.

**Action: Diane will call Sam for a description for the Cape Courier article.**

Selecting the Finalists:

**Action: During the week of April 16-22 (school vacation week) All CEAC members are to come to the library to read all submissions and rate them.**

**Action: Diane will have forms for rating the submissions at the library**

**Action: Christine will create the Awards Certificates**

Set up & Food:

Marlee reported that the food would cost \$262 for 175 people. Lina noted that we budgeted only \$225.

**Action: All agreed that Marlee should ask the food people to do the best they can for \$225.**

Judges:

Diane reported that she had lined up Monica Wood and Bill Nemitz. Ms. Wood had proposed writers she knows: Hannah Holmes (Suburban Safari) and Amy McDonald (children's fiction.) Diane asked if she should pursue Steven King or Ms. Wood's contacts.

**Action: All agreed that Diane should ask Ms. Wood to select one of the two women.**

- **Town Art Inventory Project**

Due to the hour, all agreed to postpone discussion until the April meeting

- **Report on Finalized Budget to be submitted to Town Council in April**

**Action: All agreed that Diane should go to the Budget Hearing to defend the CEAC proposed budget**

#### 4. NEW BUSINESS

- Meeting Date

Diane asked if the 2<sup>nd</sup> Tuesday is good? Is two hours good? Time change?

**Decision: All agreed to change the MEETING TIME to 6:30-8:30 PM, while keeping the meeting on the 2<sup>nd</sup> Tuesday of the month**

~ page 5 CEAC Minutes

- **Winners of the Middle School Permanent Collection Awards**

Marlee reported that 5<sup>th</sup> grader Kisa Tabery and 6<sup>th</sup> grader Summer Pillsbury were selected for the first 2 of 3 awards to be given in this school year. She has written an article for the Cape Courier, with photos.

5. **NEXT MEETING DATE: April 11, 2006 – 6:30 pm - in Library**

Meeting was adjourned at 9pm

Respectfully submitted

Lina Newhouser, CEAC Secretary