

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

Diane Brakeley called the April 11, 2006 meeting of the Cape Elizabeth Arts Commission to order at 6:45pm. Also present were Suzan Backer, Sara Beard Buckley, Christine Morgan, Lina Newhouser, and Jay Scherma. Marlee Hill and Steve Popp arrived later in the meeting.

**1. Secretary's Report**

Lina Newhouser read the minutes aloud. Jay made the correction that the Library wants the library gallery for its "20<sup>th</sup>" Anniversary, not its "25<sup>th</sup>" as reported in the March minutes. Jay also corrected the spelling of Morris Kreitz's last name. Suzan moved that the minutes be accepted. Christine seconded the motion and the minutes were unanimously accepted.

**2. Treasurer's report**

Suzan reported that checks for \$25 had been sent to Kisa Tabery and Summer Pillsbury, winners of the Middle School Permanent Collection Awards; \$36 to CE Community Services for their person to chaperone for the last reception; **\$149.60** to the Cape Courier for ads for the Creative Capers; and **\$1,003.00** for the new hanging system. Total spent: **\$1,280.60**. Current balance is \$1,511.40.

**3. OLD BUSINESS**

○ **Status of the New Hanging System for the Library: Steve Popp**

As Steve was not present, Diane reported the new hanging system had arrived. Because the exhibit (VSA) had not changed for April, she assumed that was the reason the system was not installed.

○ **Update of Library Gallery and Reception Schedule: Christine Morgan**

Christine reported that the following schedule is in place:

May: Svetlana Prudovskaya

June: Eric Johnson

July: Library 20<sup>th</sup> Anniversary

August: Morris Kreitz

September: Etsuko Leeaphon

October: Cape Elizabeth Art League (via Jean Fine)

November: Open Studio at Cape (via David Campbell)

Christine reported that she did not have an address for Svetlana, so she could not send the new Application Form to her.

Action: Diane suggested that Christine call Steve for the address. Christine will follow-up on that.

Action: Diane is to send a list of all CEAC members with addresses and phone numbers to all CEAC members.

Jay reported that Pat Fowler from CECS had gotten a message from Svetlana that she is planning on a reception, so it would be safe to assume that she is.

**Action:** Christine is sending all of the scheduled artists a cover letter with the Gallery Confirmation and Display & Exhibits Policy.

Sara asked if these are all of the applicants we have gotten for exhibiting in the Gallery, and do we want to save the second half of the year for new applicants? Diane and Christine answered that we want to schedule 6 months in advance.

Diane asked Christine to confirm that the artists want receptions, so CEAC members will know if they need to be there or not. Christine responded that we will know once the artists get the letters and Gallery Confirmation form. Lina asked how Christine will let CEAC members know. Christine said the letter outlines what the artists need to do. Diane read the letter aloud. In response Diane, Steve and Lina suggested that the CEAC should deal with the logistics (like calling CECS), not the artists – that we should streamline the process for the artists.

Pat Fowler from CEAC (who also works in the Library) was called to the meeting to discuss the logistics.

Diane noted to Pat that the CEAC has traditionally asked the artist to contact CECS. Pat responded that it doesn't matter who calls CECS, but the artist has to fill out the pink "Municipal Use of Space" form. Lina and Steve asked if the CEAC should fill out the form. Pat responded that CEAC should fill out the form if they are responsible if something happens, eg. "Coke on a computer." Steve said the pink form is a great idea, but we should probably include it in our initial packet to the artist. Pat responded that that would work. Diane asked if Pat could get the forms to Christine.

**Decision:** CEAC will include the pink forms with the confirmation letter packet. Artists will return the pink form and reception form to CEAC. CEAC will get the pink forms to CECS by the Thursday of the week prior to the reception.

**Action:** Pat will get the forms to Christine

**Action:** Lina will add Pat to the CEAC minute's mailing list ([Pat\\_Fowler@cape.k12.me.us](mailto:Pat_Fowler@cape.k12.me.us))

Sara proposed that the artists not be responsible for writing the press release about their exhibit/reception as they are not marketers.

Steve suggested that the CEAC could create a template for them to use.

**Action:** Sara will create a sample PR for exhibiting artists to use

Lina asked Christine when she was mailing the packets out, so Sara would have a deadline for getting the sample PR done. Christine she was mailing Svetlana's out April 12 or 13.

Diane suggested that there was no need for a PR for Svetlana because it would miss the deadline for announcing the reception. Steve suggested we could do a "now showing" PR.

Sara asked if we have announced the 1<sup>st</sup> Friday of the month reception schedule. Christine suggested we could tie it to the 1<sup>st</sup> Friday Art Walk in Portland.

**Action:** By May 9 Sara will write a "1<sup>st</sup> Friday" press release for the Cape Courier, Sentry, Current and Forecaster newspapers.

Christine asked if the artists are responsible for sending out the PR re: their show/reception. Jay answered "yes" and the CEAC will send out a list of outlets and contacts. Lina asked who is creating that list?

**Action:** By April 21 Sara will create the template PR, including a list of local papers and contact names.

Lina asked if it is still possible for Svetlana? Diane said the deadline is April 25 for the first May issue.

Diane asked if we want more applicants.

**Decision:** **this discussion was tabled until May**

Diane asked Steve to give an update on the status of the hanging system.

**Action:** Steve said he would have the new system installed prior to Svetlana's exhibit and that he would coordinate it with Jay.

Review of upcoming receptions and CEAC member chaperones:

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

Diane asked if someone could switch for her August date. Suzan offered to

**Decision:** **Diane and Suzan switched dates for chaperoning**

**August 4: Suzan Backer**

**October 6: Diane Brakeley**

○ **Creative Capers: final check**

○ Food: **Action:** Marlee will have the food there by 5:30 PM

○ Set up: **Action:** Suzan will deal with the PA system and set up with CECS

○ Music: Diane reported that Sam had confirmed. Suzan said we need him to set up by 5:30. He will play at the beginning, break and end. Diane asked if it was ok that he sell his CD.

**Decision:** **All agreed it was acceptable for Sam to sell his CD at the event**

**Action:** Diane will call him re: set up time and selling the CD

○ MC: Steve is set to do it. Needs the names ahead of time

○ Judges: Diane asked who will make up the forms. Suzan asked what we want, since we don't have them from the past. Christine suggested that Suzan create the forms

Action: By April 12 Suzan will create the form for judging the entries

- Judges Thanks and Décor: Diane asked what we need for thanks. Suzan said a card is sufficient

Action: Marlee will get boutonnieres for the judges and balloons for décor

- Award Certificates: Action: Christine will create them
- Signage/Posters/Programs: Action: Christine will make up 11x17 signs. Diane will help Christine with the programs. Diane will put posters in the High School. Christine will put them up at the police station, churches and fire station.

Steve asked when the programs get printed and suggested that next year we could consider getting ads. Jay responded that we could consider it, but all money raised by the CEAC goes to the town, so could only take a service in payment for the ad.

- CEAC Judges: Diane reminded all to come to the library April 18-22 to read the works. Action: She will attach rating forms to all works and leave at the front desk.

Sara asked if the CEAC would consider surveying people if there is substantially lower interest in the event this year. Maybe it is at a saturation point?

Lina asked where most of the applicants come from? Schools?

- Town Council Hearing on Budget: Diane

Diane reported that the Town Council took \$500 out of our proposed budget. She did not argue. The CEAC got \$3,000

- New Template for CEAC Exhibit Application/Agreement

During review of the new agreement, Lina asked what happens if the artist wants to do a lecture or public program. Diane asked if it had ever happened. Jay said that the artist had done the program during the reception in the space downstairs.

**Decision: All agreed that the final paragraph should be changed to suggest that the artist publicize their event. And ask them to attach a copy of their most recent resume with the application.**

Jay suggested that we need to specify how we want to receive examples of work. Christine said we need something we can all review at a meeting but that sometimes the artists only have original work. Jay suggested they could come to the meeting.

**Decision: It was agreed to that we would ask for hi-res color hard copy examples of the artists' work to be submitted with the application form**

Action: By the May 9 meeting, Diane will make the suggested changes in the Exhibit Application form

#### 4. NEW BUSINESS

- **Selection of High School Permanent Collection winners: Marlee**

Marlee reported that Ms. Hart wants us there at 1 pm on May 1. Who is willing to judge?

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Action: The following are available to help judge on May 1 : Marlee, Suzan, Sara, Steve and Christine

- **CEAC Supervision of Artists hanging their work for exhibition: Diane, Jay**

Action: Jay asked if Steve would be there with him for the hanging of Svetlana's work. Steve said yes

- **Grants: Sara**

Sara presented the flyer and press releases she created calling for artists to submit applications for the grants program. She reported that the PR was submitted to the Courier, and that she has some flyers also. Action: Diane offered to put some up at the High School.

All other business was tabled until the May meeting.

5. **NEXT MEETING DATE: Tuesday May 9, 2006 – 6:30 pm - in Library**

The meeting was adjourned at 8:30 PM

Respectfully submitted

Lina Newhouser, CEAC Secretary