

Cape Elizabeth Arts Commission
Minutes of the January 16, 2007 Meeting

Diane Brakely called the January 16, 2007 meeting of the Cape Elizabeth Arts Commission to order at 7:08pm. Present were: Sarah Beard Buckley, Lina Newhouser, Diane Brakely, Ron Palmquist and Jay Scherma. Steve Popp arrived at 8:30 pm.

1.A Diane introduced Ron Palmquist, tentative new member of the CEAC. She then moved to place Election of Officers to first order of business. The following proposed slate was unanimously accepted by all present: Chair: Sarah Beard Buckley; Treasurer: Diane Brakely; Secretary: Lina Newhouser

Diane passed the gavel to Sarah who then convened a Brainstorming Session on the proposed Mission Statement for the CEAC.

- See attached Mission Statement for results of discussion.
- Brainstorm/Discussion of 2006-2007 Annual Project: Inventory of Town-Owned Art

All confirmed that the first step for the project is to gather information about the collection: what pieces does the town own? Who is the artist? What is the medium? The size? What were the acquisition date and price? Then we will need to make a plan for documentation/photographing of all town-owned pieces. The following members committed to begin research as noted:

ACTION:

Sarah will figure out what information about what works is on the files/discs and written list from Marsha Donahue that we have. Is the Engine 1 Labor Day Show collection included? Art from the schools?

Diane will go to Town Hall to see what records they have.

Lina will read through old minutes for past records of acquisitions.

1. SECRETARY'S REPORT

Lina read the Minutes of the 12/12/06 meeting. They were accepted with the following changes:

Diane was not present, so she did not make the comment attributed to her in the "Treasurer's report." As a revision, it was attributed to Suzan Backer.

Lina also reported on her correspondence with Michael McGovern re: fundraising options for the CEAC.

Mr. McGovern's responses were as follows:

1. *What kind of fundraising is permitted by the Arts Commission?*

The Commission may not fundraise unless authorized to do so by the Town Council. Permission may be obtained by the Commission sending a letter of request to the Town Council with the intended use of

any funds raised and the planned method of fund raising. Any such request should be forwarded to the town manager by the first of any month for inclusion on the agenda of the Town Council at their meeting which is usually but not always on the 2nd Monday.

2. What restrictions on fundraising activities are in place?

The only restriction is the above restriction. That said, alcohol related events are not warmly received due to host liquor liability issues.

3. Can the Commission solicit gifts? For example -- In-kind? Cash? Free printing?

The Commission may ask for in-kind donations.

4. If we charge admission to events, would the funds go to the Arts Commission or the Town's General Fund?

The General Fund unless the event is specifically authorized by the Town Council with a provision that the funds will be retained.

5. Are there written guidelines in place for acceptable/restricted Town Commission activities? If yes, where can we access them?

No. Sorry!

2. TREASURER'S REPORT

There was no formal report. Diane reported that \$1,150 has been spent; \$1,850 remains in the budget.

3. OLD BUSINESS

○ Update of Library Gallery Schedule:

Steve reviewed the following schedule, noting that no one was confirmed yet for February. Allen Tuttle expressed interest in exhibiting during that period; Steve will confirm with him. No reception was requested.

Upcoming Schedule:

2/2	?Allen Tuttle	CEAC Chaperone	
3/2	Diverse Lenses	CEAC Chaperone	? - to be confirmed
4/6	High School Astronomy	CEAC Chaperone	Steve - to be confirmed
5/4	Pond Cove poetry & photo	CEAC Chaperone	- no reception requested
6/1	Eburne Esponda	CEAC Chaperone	Sarah
7/6	Diane Washburn	CEAC Chaperone	?
8/3			
9/7	Angela Hamann	CEAC Chaperone	?
10/5	Janice Reale Hatem	CEAC Chaperone	?

Pending Business:

One new application from Jack Riddle and Mary Hall from Cumberland, ME. The work can be reviewed @ www.jackthepainter.com. Requested dates for exhibit: after April.

ACTION: All members are to review Jack the Painter application/website prior to next meeting.

Steve to confirm with Allen Tuttle for February.

3. NEW BUSINESS

- Annual Boards and Commissions Reception and Workshop: Monday Jan. 22

ACTION: All agreed that Sarah, as Chair, should attend as the CEAC representative

- Budget to be submitted to Town Council in February

ACTION: due to the late hour, the discussion/decision was postponed until February

6. NEXT MEETING DATE: Tuesday, February 13, 2007 at 7 pm at the library

All further business was postponed and the meeting was adjourned at 9:20 PM.

Respectfully submitted,

Lina Newhouser,
CEAC Secretary