

Cape Elizabeth Arts Commission
Minutes of the May 8, 2007 Meeting

Sarah Beard Buckley called the May 8, 2007 meeting of the Cape Elizabeth Arts Commission to order at 7:10pm. Present were: Sarah Beard Buckley, Lina Newhouser, Diane Brakely, Steve Popp and Jay Scherma

1. SECRETARY'S REPORT

Lina reviewed the minutes of the April 10 meeting. Following a brief discussion of the chaperones for gallery openings, Diane moved that the minutes be accepted as submitted. All were in favor.

2. TREASURER'S REPORT

Diane reported that \$1,850 remains in the budget, and noted that the funds need to be spent before the end of June. Checks need to be written or the funds must be encumbered. Jay suggested another alternative would be to ask the Town Manager to extend the funds until we have expenses for the art inventory project. Lina moved that the report be accepted as read. All in favor.

3. OLD BUSINESS

○ **Town Finance Committee Meeting, April 12**

Sarah attended the meeting and reported that she spoke to what is going on with the CEAC: who, what, where we are going. She said Ms. Swift Kayatta had concerns given the historic problems with keeping people on the Commission. Is the Commission valid? Sarah responded that few people apply for the positions because they don't know what the CEAC does. We need to create more awareness, e.g. Through the website; putting the town art collection on line; doing more new and different activities; better PR. By the end of the meeting, the Town Council agreed to keep the CEAC because it's different. There was some discussion about bringing people into the Commission in various roles – e.g. on a project basis.

ACTION: Sarah will talk with Anne Swift Kayatta about an ad calling for applications in this week's Cape Courier

○ **Update on Status of the Town Art Collection Inventory Project**

Sarah reported that she used the MAC lab at the High School to translate the images on the disk to readable tiffs, and also jpgs. She put them on a disk for Diane.

Diane asked about the estimated values noted on the spreadsheet. The amounts came from the appraisals the Commission had done, but we don't know when.

ACTION: Diane will ID the photos on her spreadsheet and update the spreadsheet noting whether we have photos of the work or not. She will also ask at Town Hall about the date of the appraisals, and about the amounts given for the school art awards.

ACTION: Jay will check his files to see if he has anything regarding the appraisals and dates. (Diane gave Jay the spreadsheet to compare with his notes)

Sarah reported that she has a call in to the Fire Chief to identify what works are theirs.

ACTION: Sarah will contact the Chief.

Slides: Jay thinks there is a box of slides of Town-owned art in the CEAC closet at the library, and one set in the vault at the Town Hall. Diane reported that some slides are in the school art collection binder. Sarah doesn't think there are any in the CEAC files.

ACTION: Sarah will try to find the slides at Town Hall and call Bill Barton

- **Update on Status of the School Art Collections**

Sarah reported that she sent the letter to the schools today (5/8/07) informing them of our decision to no longer fund the awards to the students whose work is selected for the permanent collection.

Lina and Sarah reported on the selections made this year: Emily O'Neil oversized ink drawing of a skeleton; Skye McIlvaine- Jones poster board bas relief self portrait; Rusty Leonard b/w photo self portrait.

Middle School Art Day is May 31. The suggestion was made that we use that occasion to review and select all three of the winners for this year from this show.

ACTION:

High School Awards: HS will arrange for framing of their works.

Middle School Awards: Steve will confirm with Marguerite Rohner, MS art teacher re: using May 31 show as opportunity to judge and select. All members of the CEAC will attend. Steve, Sarah and Diane will judge.

3. NEW BUSINESS

- **Library Gallery**

Steve reported that he received a phone message from Esponda asking him to dismantle her show at the end of June and store the works at the library because she will be traveling. She will be there for the set up and reception.

Jay reported that the Friends of the Library asked us to reschedule the opening reception for Reale-Hatem so it doesn't conflict with their book sale event on Friday 10/5. All agreed, no problem.

ACTION: Steve will contact Ms. Reale-Hatem about various alternative dates: Wednesday, October 3; Saturday, October 6; Friday, October 12.

August is still open. Berlingieri is not available for August, per his application. Matterson has not submitted an application. Jay reported that he had emailed her asking if she is going to apply. August is too soon for Sarah to organize a portrait show.

The CEAL has applied and requested November. November is already committed to Jack Riddle and Mary Hall.

ACTION: Sarah will submit an application with photos for December.

ACTION: Steve will call Berlingieri again about August; he will call Emily Matterson; and he will contact the CEArt League about their date.

o **Update on Library Gallery Schedule**

Upcoming Schedule:	Reception	CEAC Chaperone
2/2 Allen Tuttle		
3/2 Diverse Lenses	cancelled	Diane for Lina
4/6 CEHS Sr. Astronomy	yes	Steve
5/4 Pond Cove poetry & photo	no	
6/1 Edurne Esponda	yes	Sarah
7/6 Diane Washburn	yes	Diane
8/3		
9/7 Angela Hamann	yes	Steve
10/5 Janice Reale Hatem	yes	Lina (date TBD)
11/2 Jack Riddle and Mary Hall	yes	Steve
12/7 Northeast Portraiture	yes	Sarah (organizer & chaperone)

o **Jay's Role on the Commission/Commission Protocols**

As part of the process of clarifying and tightening up on protocols for the Commission, Sarah asked Jay to explain his role as the liaison from the Town to the Commission. Jay referred to the town document: Responsibility of and for Boards and Commissions Adopted 12/12/88 Amended 12/8/03.

He reported that he is essentially the Staff Member to the Commission. It is his ultimate responsibility to make sure that the Town Clerk and CE Community Services are informed about meeting schedules, so rooms can be reserved and meetings/agendas posted. Sarah asked about schedules for agendas and minutes. Jay requested the meeting agenda by at least the Friday before the Tuesday meeting, with one week prior being better. The minutes from each meeting should be out within one week after the meeting. He said that Community Services needs to know dates for scheduled meetings and gallery openings because they schedule the library spaces. They also need to know who the CEAC chaperones are, since that person is their contact for the exhibit.

ACTION: Sarah will submit the agenda for each meeting by the Friday prior to the regular 2nd Tuesday meeting

ACTION: Lina will submit the minutes within one week following the monthly meeting.

o **June meeting with Mr. McGovern & Ms. Swift-Kayatta**

Sarah reported they had requested Wednesday, June 6.

Jay reported that the library is not open Wednesday nights. He suggested we could ask McGovern/Swift-Kayatta about meeting on their turf, or we could request that just part of the library be open for our meeting.

ACTION: Sarah will confirm 6/6 and venue, and then let Jay know.

ACTION: Jay will notify Town Clerk and Community Services, as appropriate

Agenda for the meeting. Diane asked what is the purpose of this meeting? Sarah reported that the Town Council wants to talk with us about improving the process of attracting applicants. Jay added that the meeting should be a brainstorming session about what's going right/wrong? Is there a better way to recruit? Is there a better structure? How to keep members? Diane asked if we wanted to discuss prior to the meeting. Jay noted that 3 or more of us would constitute a public meeting. Steve asked what we could do to help the process? Lina suggested that we all encourage people to apply, and that perhaps we could be part of the interview. Steve suggested we could help the Council with information. Diane said she had given all of the info to the Town Council last time. Jay suggested that we ask the Town Council if it would help if we prepared a slate of interested parties for them to interview e.g. a list of alternates from others who have applied in the past. Sarah had asked the Council if they had ever re-contacted people prior applicants. Answer: No. Sarah said the Council wants suggestions from us.

- **ACTION:** All CEAC members should encourage people to apply NOW, so the applications are in prior to June 6.

People to contact:

Lisa Tower	Sarah
Maggie Bokur (sp?)	Diane
Mary Townsend	Lina
Jan Love	Steve

- Budget

Given that June is the deadline for spending the funds, the group reviewed possible budget items for the remaining \$1850.

\$300 will be awarded to HS student winners

Funds will also be allocated for framing the HS and MS works. Old Crowe Gallery will do the Middle School works at cost (approximately \$150) and Mary Hart will take care of the HS and will bill us (approximately \$200).

The inventory project will need the funds, so Jay suggested again that we request that the Town Council let us carry the remaining funds forward into the coming year. All agreed.

6. NEXT MEETING DATE: Wednesday June 6, 2006, location TBD

Meeting was adjourned at 9:10 pm

Respectfully submitted,

Lina Newhouser,
CEAC Secretary