

Cape Elizabeth Arts Commission
Minutes of the October 9, 2007 Meeting

Sarah B. Buckley called the October 9, 2007 meeting of the Cape Elizabeth Arts Commission to order at 7:05pm. Present were: Commission Members: Sarah Beard Buckley, Lynda Brearey, Genesta Berry, Lina Newhouser, Wendy Seltzer and Jay Scherma. Absent were, Stephen Popp and Diane Brakely.

I. SECRETARY'S REPORT

Lina reviewed the minutes, noting several areas that needed clarification:

>High School Art Collection follow-up: how will we seek reimbursement from Old Crowe Gallery for the framing not done (as the pieces were lost)?

ACTION: Diane will prepare an invoice to Old Crowe Gallery, for Sarah to send, with a cover letter, to Stephen Popp.

>Labor Day Art Sale: No one at the meeting could confirm if a work of art had been bought for the Town Collection this year

>Gallery Guidelines accepted at the September meeting: when can they go into effect? Jay said they could go into effect immediately.

>Gallery Exhibit Reception Times: All present confirmed that the reception hours could stretch from 5:30-7:30 pm. The chaperone and artist should be there by 5:00 because the library staff leaves at 5:15.

Jay raised another item of unfinished business, noting that Dr. Berlingieri needs a date. Old minutes reflect that he accepted February, but since we don't know...

ACTION: Lynda will followup with him.

Genesta moved that the minutes be accepted with questions answered. Lynda 2nd the motion. All in favor.

2. TREASURER'S REPORT

In Diane's absence, there was no report. Jay said he expects that \$4,850 remains in the budget; no changes.

3. OLD BUSINESS

○ Permanent Art Collection/Town Owned Art/School Art Collection

Engine One Collection: Lynda reported on her phone call with Chief McGouldrick to confirm what part of the town collection belongs to Engine One. He told her the Engine One collection is owned by a corporation and is insured.

ACTION: She will follow up with him for more information (i.e. what corporation?...who insures the collection?)

Labor Day Art Show:

ACTION: Lina (or Lynda?) is going to call the Town to confirm if a piece was selected for 2007.

Additions to Middle School Art Collection school year 2006-2007.

ACTION: Lina to call Steve P. re: framing the pieces & names of the artists.

ACTION: Sarah will write a press release for the Cape Courier

Sarah reported that a letter had been sent to the Town Manager and the High School confirming that the pieces (2005-2006 school year) are lost.

o Gallery/Library

Lynda reported on her plans for exhibit spreadsheets/Access files.

She still needs to get the Gallery book from Steve.

ACTION: Lynda will keep trying to contact him

Jay reported that Steve told him he was resigning from the CEAC. Jay sent Steve a note thanking him. Jay reported that the Asst. Town Manager received Steve's verbal resignation to Jay as his resignation from the Commission.

ACTION: Lina to write a formal letter to Steve, and call him regarding the book on permanent exhibits that the Commission needs him to return.

Report on "Tasks" from last meeting:

Mr. Berlingieri needs a date. Sarah reported that she is not able to be ready with an exhibition for December. All agreed that we should offer December to him.

Ms. Matterson: Jay reported that all she needs is a follow-up asking her if she is still interested.

Bob Harrison needs a packet confirming January as the date for his exhibit.

Marnie Souza needs something confirming possible dates Feb-June 2008.

ACTION: Lynda will follow-up with Berlingieri, Matterson and Harrison.

Jay suggested that we ask Marnie to select other dates, as December (her request) is taken. Is Lynda following up on this too?

o Guidelines for Exhibition Program

At the July meeting it was proposed that each member suggest at least three (3) criteria/guidelines for our exhibition program. Genesta submitted a "scorecard" or rubric listing principles and elements of art, for use in evaluating applicants.

Sarah responded that she likes the idea of some kind of system, but this one could lead us into critiquing the art, which we don't want to be doing.

Lynda suggested using it informally, to help steer us away from our own personal interests.

ACTION: Sarah moved that the discussion be tabled until November. Lina seconded it.

All in favor.

o Grant Applications

November is the next deadline. The question was raised about who would write a press release encouraging new artists to apply. Sarah said the position of Grant Coordinator has not been assigned. She's written several press releases.... Wendy volunteered to take over the position.

ACTION: Sarah will send Wendy a list of publications and the press releases written to date.

ACTION: Patricia McCarthy. Sarah told her we would consider her in November, but she still needs to apply for the Nov. 1 deadline. Wendy to call her.

- **Administrative:**

Positions to be filled: All positions are filled!

Gallery Coordinator – Lynda Bearey
Grants Coordinator – Wendy Seltzer
Vice Chair – Genesta Berry

ACTION: Lina will review Jay's list of CEAC members, make any changes/additions and mail it out prior to November meeting

- **Web Update:**

Sarah's term is up in December (although we all urged her to re-up), so she is thinking about the future of the website. We will need someone to update and maintain it. She is creating it in Dreamweavers, expensive software. But it could be moved into Frontpage.

ACTION: She will talk with the town (Wendy Derzawicz, town webmaster) about our webpage

4. **NEW BUSINESS**

- **Library Gallery Schedule Update/new Applications**

Revisions to current application form:

ACTION: Lynda reported that she will work on the application form, adding the requested new fields. She'll propose the new option to the CEAC.

Name Tags:

ACTION: Lynda offered to create nametags for the CEAC chaperones to wear at the receptions.

New Applicant:

ACTION: Lynda will send a note to them, saying we will review in November.

LIBRARY GALLERY

<u>Upcoming Schedule:</u>	<u>Reception</u>	<u>CEAC Chaperone</u>
11/2 Jack Riddle and Mary Hall	yes	??
12/7 Dr. Berlingierei	?	?
1/04 Bob Harrison	yes	Wendy

- **New Member Solicitation**

Three positions need to be filled soon:

Steve is gone

Diane's and Sarah's terms are both up in December/end of the year

ACTIONS: We need to talk with the Town Council about advertising it now & sending letters to current members of the CEAC who are eligible to reapply.

Current members should contact possible applicants. **Who is going to do these??**

5. **NEXT MEETING DATE:**

Tuesday, November 13, 2007 at 7:00 pm at the Thomas Memorial Library

Meeting was adjourned at 8:25 pm

Respectfully submitted,

Lina Newhouser,

CEAC Secretary