

Cape Elizabeth Arts Commission
Minutes of the December 11, 2007 Meeting

Sarah Beard Buckley called the 12/11/07 meeting of the Cape Elizabeth Arts Commission to order at 7:10pm. Present were Commission Members: Genesta Berry, Lina Newhouser, Diane Brakeley, Lynda Brearey and Sarah Beard Buckley; Jay Scherma. Wendy Seltzer was absent.

Sarah began the meeting stating could only stay for a short time tonight. And this is her last meeting. Her intent is to work on the CEAC website after her term is over, after the holidays. She will be in touch with Lynda for Gallery info. She suggested that we ask all exhibiting artists to send us at least 1-2 jpgs of their work, and ask them if it is ok if we put it up on the website.

Regarding the Guidelines for selecting exhibiting artists, Sarah clarified that she is not opposed to critiquing artwork, but simply does not want us to over complicate the process, time is so limited.

ACTION: Sarah will contact Mary Hart at CEHS about submitting a bill for the framing of the art selections from last year.

ACTION: Sarah will send an invoice to Old Crowe

ACTION: Diane prepared the invoice for Old Crowe and will resend it to Sarah.

ACTION: Sarah will check to see if she has Patricia McCarthy's grant application for Wendy S.

7:20 Sarah left the meeting. Genesta took over chairing the meeting.

1. SECRETARY'S REPORT

Lina reviewed the minutes briefly.

The minutes were unanimously accepted as written.

2. TREASURER'S REPORT

Diane reported that she requested the \$1,000 for Patty McCarthy's grant. The check was sent to Wendy, and she was to send it to Patty.

Remaining balance is \$3,850.

ACTION: As new Treasurer, Wendy should inform town hall of her new position so they can transition to her.

ACTION: Wendy and Diane are meeting next week to review Treasurer files and job duties.

ACTION: Diane will send us all her final report

Lynda moved to accept the report. Lina 2nd it. All in favor.

3. OLD BUSINESS

- Permanent Art Collection/Town Owned Art/School Art Collection

Engine One Collection: Lynda reported Michael Davis is the liaison person for the collection. He will send us a list of the artists.

She reported further that the collection is owned by the Engine One Corporation and insured by the Town. They do not want to promote the collection to the public because it is hung in their facilities. However, they have exhibited it .

Labor Day Art Show: Lina reported that she had not called the town about an acquisition at the Show last summer.

ACTION: Lina will make the call to Mike McGovern before the January meeting, to confirm if a piece was selected for 2007.

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

Diane reported that the students were not paid.

Lina reported that she had called Steve. He said Marguerite has the pictures. He is willing to frame them for free.

Diane noted that we used to work with Net Zero for framing. \$75 per piece is the maximum we will pay. Jay noted that prior to Steve's offer, teachers used to get them framed themselves.

ACTION: Lina to Marguerite (MS Art Teacher) re: names & addresses of the student artists so Wendy can request checks. Lina to check on getting the info to the Courier. Was it done?

- **Gallery/Library**

Lynda reported that:

>Ms. Matterson: is interested

ACTION: Lynda will send her an application form at the beginning of the new year.

>Bob Harrison is set for January 2008. Lynda met with him. Wendy will chaperone 1/4.

Revisions to current application form: Lynda reported that she is still working on it.

ACTION: She will keep working on it. Diane reminded her to give a copy to Wendy Derzawiec, town webmistress so she can post it.

- **Guidelines for Exhibition Program**

Genesta suggested that we just issue her rubric/scorecard as a reference guide.

Diane moved to accept the suggestion. Lina 2nd it. All in favor.

- **Grant Application**

The suggestion was made that we make a timeline for ourselves to follow. A simple schedule was proposed:

March: deal with the May deadline

September: deal with the November deadline

Patricia McCarthy's application:

ACTION: Sarah will get copy of Patricia's application to Wendy

ACTION: Genesta will confirm with Wendy that they check was sent.

4. NEW BUSINESS

- **New Members for the CEAC**

Genesta reported that she had called Debra Lane and that they will act on the CEAC nominations at the January Council meeting, so realistically we will not have new members until February.

Jay noted that we might need all four current members at the Jan. meeting to create a quorum. Diane questioned – wouldn't 3 constitute a quorum is we only have 4 members??

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

1. Update on Marnie Souza's show. Genesta confirmed that Marnie's son, or Lynda and Rose Kennealy, will strike Marnie's pieces.

ACTION: Lina to write thank you notes to Lynda and Rose for hanging the show.

2. Bob Harrison: January.

ACTION: Lynda will ask Wendy if she wants to attend his presentation in the community room.

Diane asked if we need more hangers. If yes, she suggested that we get them now.

ACTION: Lynda will price them out and bring info to the next meeting for a vote.

There were no new applications.

LIBRARY GALLERY

(see Lynda's Exhibition Calendar)

- **New Member packets:**

Linda presented a sample packet for review.

Contents included:

Sample of letterhead and postcard

Job Descriptions

Mission

List of Current Members

Gallery Application Form

Rubric for application review

Arts Grant Application Form

CECS form for gallery exhibitors

Newspaper schedule

Calendar

All were in favor and liked what Lynda had compiled.

- **New Budget**

Diane noted that expenditures must be discussed in January.

- museum passes
- gallery lighting
- inventory of town art

ACTION: Diane to email all members the list of the art inventory

Museums we considered for passes include:

Portland Museum of Art

Farnsworth Museum

Museum of Fine Arts Boston

Isabella Stewart Gardner Museum Boston

Peabody Essex Museum Peabody MA

ACTION: Genesta will call re: cost for the passes. Tell them the Library will handle it.

- o **Thanks**

ACTION: Lina to write notes to Diane and Sarah for their fine service to the CEAC

5. NEXT MEETING DATE:

Tuesday, January 8, 2007 at 7:00 pm at the Thomas Memorial Library

Meeting was adjourned at 8:30 pm

Respectfully submitted,

Lina Newhouser,

CEAC Secretary