

Cape Elizabeth Arts Commission (CEAC)  
Minutes of the February 10, 2009 Meeting

Genesta Berry called the meeting of the Cape Elizabeth Arts Commission to order at 7:00 P.M. Present were Commission Members: Genesta Berry, Chair, Ruth Anne Haley, Vice Chair, Janice Reale, Secretary, Wendy Seltzer, Treasurer, Adam Weiner, Grants Program Coordinator, Chris Gebhart and Jay Scherma, Library Director.

New member Chris Gebhart was welcomed to the Commission. Introductions were done and individual roles were described.

Secretary's Report: RuthAnne read the January Secretary's report and it was accepted.

Treasurer's Report: Wendy read the Treasurer's report, reporting a balance of \$1,750. Wendy reported that the Portland Museum of Art (PMA) 2009 Annual Family Museum Pass was purchased in the amount of \$250. Jay confirmed receipt of the Family Museum Pass at the Library. It was stated that the PMA Family Museum pass can be checked out at the Library by residents of Cape Elizabeth. Genesta stated the Grant payment of \$1,250 had not been issued yet and the wrong Treasurer's report is on the Web site. Jay will email the correct report to the Town. Genesta stated the Grant Recipient needs to submit an invoice to CEAC and Wendy will then issue a payment requisition to the Town. Adam stated the Grant Recipient has not formally accepted the Grant yet. Adam will contact her with this information. The Treasurer's report was accepted by the Commission.

The current Exhibit in the Library Gallery for the month of February are works by Fine Artist Diana Johnson.

The 2009 Library Gallery schedule was review. Exhibits are on schedule. The current Exhibit in the Gallery is listed on the Thomas Memorial Library website. [www.thomasmemorallibrary.org](http://www.thomasmemorallibrary.org) Genesta asked Jay if we could also post the Gallery Exhibit Schedule on the Library's website. Jay agreed. Genesta asked RuthAnn to send Jay the Exhibit schedule. RuthAnn agreed to. Genesta stated that she emailed the updated Gallery Application Form to the Web master at the Town. This updated form includes the measurements of Gallery wall space.

Adam stated that he contacted the 2008 Spring Grant Recipient, Patty Morris & Dukkha's Nemesis Band to schedule their musical performance before June 30, 2009.

They discussed a performance at the Cape Family Fun Day, but understood the program is still in the planning and approval stage. More discussion took place about other public events that they could perform at in CE. Adam will contact Patty with those suggestions.

Inventory Project: No update as Julie was not at the meeting. This is an ongoing project.

It was discussed and agreed that any items regarding the Spurwink Church improvements do not need to be on the CEAC Agenda.

RuthAnn reported that she received a calendar from VSA Arts, a prior Gallery Exhibitor. Wendy suggested we give the calendar to the Children's Library for display. The Commission agreed.

January Gallery Exhibit Applications were reviewed. Three new applications were received. These were reviewed and agreed upon by the Commission. RuthAnn will contact the Applicants and begin the planning process for Gallery Exhibits.

Adam reported that he issued a letter announcing the 2009 Spring Grant Award to Playwright, Clair Melley Smith. Genesta read the letter.

It was discussed and agreed that the 2009 Fall Grants Announcement be issued after fiscal budget 2009/10 approval.

Wendy will investigate the cost of a family membership pass with the Portland Historical Society for entrance to local historical sites. If purchased, this pass would be held at the Library for CE residents to check out.

Genesta asked RuthAnn to discuss the Gallery Exhibit planning process and she did. Genesta would like to create a process map to be used for communication purposes. Genesta asked RuthAnn if she could create a form that details the Exhibitors sales so when they issued their 10% sales commission to the Town we could track the income. RuthAnn agreed to do this. Wendy agreed to call all Exhibitors in the fiscal year 2008/9 to follow up on sales generated in the Gallery Exhibits.

It was agreed the Commission should purchase a CEAC guest book for Gallery Exhibits to record the number of attendees. Genesta will make arrangements to purchase the Guest Book.

Genesta asked Chris if he would like to be Assistant Gallery Manager to RuthAnn. Chris accepted.

Adam reported he had contacted one of the prior grant applicants who is now interested in doing a public sculptor exhibit in CE. Discussion centered on how to approach this special program of displaying art in a public forum outside the Library Gallery. It was agreed Adam would draft a letter and Genesta would send it to the Town Manager to begin the communication, planning and approval process. Genesta asked Adam to invite the Sculptor to our meeting in March. Adam agreed to.

Wendy mentioned we needed to submit a fiscal year 2009/10 budget to the Town. Jay mentioned the due date was 2/13/09. The Budget was discussed and the Commission agreed to request the same amount as last year. Wendy will prepare the request and send it to Genesta. Genesta will then submit the request to the Town Manager.

Chris asked if upcoming CEAC Gallery Exhibits were listed on CETV. Chris agreed to contact the Town to see if this is something we could do to promote attendance at Gallery Exhibits.

The meeting was adjourned at 8:53 P.M.

Respectfully submitted,  
Janice Reale  
CEAC Secretary