

**Cape Elizabeth Arts Commission
Minutes for Regular Meeting
February 8, 2011**

The February 2011 meeting of the Cape Elizabeth Arts Commission was held on February 8, 2011. Present were Doug McFadd, Chair pro tem, Wendy Seltzer, Treasurer and Secretary pro tem, Julia Bassett Schwerin, Curator of Town-Owned Art, Genesta Berry, Mary Beltrant and Chris Gebhart, Grant Coordinator, and Jay Scherma, CEAC liaison. Sheila Casey, was not in attendance.

Doug submitted the Secretary's report which was approved. Wendy submitted the Treasurer's report which had expenditures of \$250.00 for the community membership to the Portland Museum of Art, and \$140.00 for art education materials to be given to Pond Cove and CEMS libraries, leaving a balance of \$610.00. The Treasurer's report was approved.

After discussion of job descriptions, and nominations and elections, CEAC positions were filled as follows:

- Chair-Doug
- Vice-Chair-Genesta
- Secretary-Wendy
- Treasurer-Chris
- Gallery Manager-Julia
- Assistant Gallery Manager-Sheila
- Grant Coordinator and Outreach-Mary

Due to research difficulties, the commission decided to leave the Curator of Town-Owned Art position inactive for the time being.

Genesta offered to keep the CEAC job descriptions updated and will bring them to the next meeting for a final vote.

Julia reported that she was able to schedule artists for the gallery through March 2012, except for December 2011 and January 2012. She also presented examples of Elaine Niemi's work that had been missing from her application, and she was approved. Artist Patty Ritzo's application was also approved. There is a reception on March 4th which Julia is going to chaperone, and a reception on April 8, which Genesta is going to chaperone. It was decided that chaperones should email the Gallery Coordinator and Jay to confirm that they will be at the library by 5pm on the reception date, and make sure that everyone has left by 8pm.

Artist application forms are going to be up for review and discussion at the next meeting.

Chris reported that he did not receive any applications for the spring grant. He will send his previous announcements to Mary, as the new Grant Coordinator, so she can publicize

the request for applications again.

Chris also reported that he had emailed Mike McGovern regarding our idea to screen a movie for the community, but had not heard anything back yet. Chris and Doug were elected to be the film committee.

Genesta presented the art education materials purchased from the Portland Museum of Art for the Pond Cove and CEMS libraries. It was decided that discussion of how to present them, as well as other outreach ideas, would be held at the next meeting.

The commission decided that the following list of priorities would make up the Work Plan requested of all town commissions by the Town Council :

1. Continue the Library Gallery
2. Continue the Grant Program
3. Explore privatizing the Town-Owned Art Inventory project
4. Choose a work of art at the Labor Day Art Show for the town to purchase
5. Put the Gallery schedule online
6. Plan a summer film screening
7. Make arts-related donations when such opportunities arise
8. Expand public outreach, such as participation in CE First Friday art events

Doug was authorized to formulate a Work Plan in accordance with discussion of the points above, and submit it to the Town Council by the March 1 deadline.

Julia suggested that members each pick a year of previous CEAC minutes to review and summarize for the group, in order to maintain continuity. She presented her summary of 2010.

The next meeting of the CEAC is March 8, 2011

Respectfully submitted,
Wendy Seltzer, Secretary

