

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

The March 2011 meeting of the Cape Elizabeth Arts Commission was held on March 8, 2011. Present were Doug McFadd, Chair, Genesta Berry, Vice-Chair, Wendy Seltzer, Secretary, Chris Gebhart, Treasurer, Julia Bassett Schwerin, Gallery Manager, Sheila Casey, Assistant Gallery Manager, Mary Beltrant, Grant and Outreach Coordinator, and Jay Scherma, CEAC liaison.

Wendy submitted the Secretary's report which was approved. Chris submitted the Treasurer's report which had no expenditures, leaving a balance of \$610.00. The Treasurer's report was approved.

After discussion of possible revisions to various CEAC forms and documents, it was decided that Mary and Julia would bring proposed changes to the next meeting for approval. Doug noted that the link to the CEAC website needed to be corrected and said that he would notify Rachel to do so.

After discussion of job descriptions, it was agreed that Mary, Julia and Sheila would bring proposed job descriptions for their positions to the next meeting for approval. Jay emphasized the importance of making the gallery schedule available. Julia said she would begin immediately sending the schedule to Doug each month to be attached to the minutes.

Genesta and Wendy offered to try and arrange the presentation of the art books and teaching kits purchased from the Portland Museum of Art to the Pond Cove and CEMS art teachers as part of their April 8 Arts Day. Doug volunteered to take photos. Mary will then put together a press release to accompany the photo and send to the local newspapers. Genesta proposed that we have a table at the Labor Day Art Show with information about CEAC activities.

The following five artists were approved for the gallery: Jill Shaw, William Earnshaw, Denis LeBlanc, Libby Barrett, and Francine Schrock. Julia will coordinate the available dates with the artists. Wendy said she would chaperone the April 1 reception, and Sheila said she would chaperone the May 6 reception. It was decided that chaperones should confirm their commitment on the Wednesday before the reception, by email to the CEAC members and to Community Services.

Chris reported that Mike McGovern informed him that permission was not necessary from the town, for use of the library lawn for a film showing, as long as Jay approved such a request.

Discussions of a possible new logo design and reviews and summaries of past CEAC minutes were postponed until the next meeting.

The next meeting of the CEAC is April 12, 2011.

Respectfully submitted,
Wendy Seltzer, Secretary