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Agenda

Cape Elizabeth Arts Commission

Agenda for May 9, 2006

1. Secretary's Report - Lina
 2. Treasurer's Report - Suzan
 4. OLD BUSINESS
 - Status of new hanging system for library gallery - Steve
 - Update of library gallery and reception schedule - Christine
 - Creative Capers Writing Contest
 - o What went right, what went wrong? Notes for next year?
 - o Thank you notes to Judges?
 - o Have all prizes been delivered? - Steve (photo)
 - New CEAC exhibit application/agreement review - Christine
 - o List of acceptable/approved products/supplies for labels, signage etc
 - Results of high school Permanent collection winners - Marlee - Press release?
 5. NEW BUSINESS
 - Discussion of our record keeping. How do we want to go forward? - Diane
 - Town art inventory project - Diane
 - Has all of our money for this budget year been spent? What is left to do?
 - Any other new business?
 6. Next meeting - June 13, 2006 @ 6:30, Thomas Memorial Library
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Minutes

Cape Elizabeth Arts Commission

Minutes of the May 2006 Meeting

Diane Brakeley called the May 9, 2006 meeting of the Cape Elizabeth Arts Commission to order at 7:10pm. Present were: Suzan Backer, Diane Brakely, Suzan Backer, Lina Newhouser, Steven Popp and Jay Scherma. Not present were: Sarah Beard Buckley, Marlee Hill and Christine Morgan.

1A. Change in Meeting Time

Decision: For the first order of business all present agreed that the meeting time should be changed back to 7 pm (from the recent change to 6:30 pm).

1. Secretary's Report

Lina Newhouser read the minutes aloud, with the following corrections: Treasurer's Report: Check to the Cape Courier was for \$149.60 and the check to Gallery Systems US was for \$1,003.0, total spent was \$1,280.60; Update on Library Gallery and Reception Schedule: Pat Fowler is from CECS, not CEAC. In discussion Diane confirmed that the CECS pink forms were included in the mailings to the artists. Suzan moved that the minutes be accepted with corrections. The minutes were unanimously accepted.

2. Treasurer's report

Suzan reported that the following check requests were submitted to Town Hall on May 8: Creative Capers winners: Seth Queeney \$50, Joe Long \$75, Pete Simms \$100; High School Permanent Collection winners: Emily Yang \$100, Aschel Gregory \$100, Whitney Legge \$100. Total spent: \$525.00. She corrected the Current Balance on the report to be: \$1,511.40. In discussion it was noted that after these checks the Commission will have \$986.40. Upcoming expenses include: framing \$225, Middle School Permanent Collection winner \$25, Creative Capers food \$225; Creative Capers paper and misc \$??; Grant approximately \$400. We discussed the option of deferring some expenses to next year's budget if needed. Lina moved that the report be accepted with the correction. The report was unanimously accepted.

3. OLD BUSINESS

o Status of the New Hanging System for the Library: Steve Popp

Steve reported that the system has arrived. It can be installed behind the work that is currently hanging in the gallery.

Action: He will coordinate with Jay on a time to install the rail before the reception June 2 for the next show. He will then train Christine how to use the system. We will also need to train the artists how to use it.

o Update of Library Gallery and Reception Schedule

As Christine Morgan was not present, Diane suggested we refer to the April minutes for the schedule.

Updated review of upcoming artist receptions and CEAC member chaperones:

June 2: Christine Morgan (artist Eric Johnson)

July 7: (library)

August 4: Suzan Backer (artist Morris Kreitz)

September 1: Lina Newhouser (artist Etsuko Leeaphon)

October 6: Diane Brakely (artists CE Art League)

November 3: Steve Popp (artists Open Studio at Cape)

o Creative Capers Writing Contest

o Thank you notes

Action: Diane will send notes to the 3 judges. She will use CEAC note cards if available.

o Prizes/Certificates

Christine got all of the certificates out except Barbara Hill.

Action: Steve will have someone from Old Crowe Gallery deliver the photo to Ms. Hill. He needs the address.

o What went right/wrong? Notes for Next Year:

Jay asked if applicants were down across the board. Diane reported yes. One big difference was that we didn't get whole school classes like we have in the past.

Steve suggested that the name "Creative Capers" may be a problem. It should focus more on artists. Jay and Suzan explained that it was originally conceived of as a coffeehouse with poetry readings, and then evolved into a contest.

Notes for next year:

~ Tweak the contest. Perhaps have a theme to write about... Or give the writers a first line... Or perhaps change the time of year for the contest.

~ Do more publicity. Sends notes and call all entrants.

~ Schools: Have more contact with teachers. Poll the teachers.

~ Watch the timing. This year we conflicted with the Budget

hearing

~ Get addresses of all entrants

Action: all agreed to revisit the suggestions/event next year

- o New CEAC Exhibit Application/Agreement Review

- o List of acceptable products for signage, labels, etc.

Jay noted that we MUST include a note about approved materials for labels that are attached to the walls. Steve said the CEAC should supply the label cards and hanging putty. Steve also suggested that we include a separate sheet on the hanging specifics

Action: Steve will write up the Hanging Instructions sheet, including information about the labels, weight limit for the hanging wires, etc. Deadline is June 13 meeting for the rest of the Commission to review.

Diane noted that the application says the artist should talk with a contact person and explained that it is in the job description of the Gallery Coordinator.

Action: Christine should call the artists in the month prior to their reception.

Action: Diane also noted that we should add the mail-to address for the application.

Further discussion was tabled until June when Christine is at the meeting.

- o Results of High School Permanent Collection Winners:

Winners are:

Whitney Legge - photography

Aschel Gregory - portrait painting

Emily Yang - fish painting inspired by Aboriginal work

Suzan reported that Marlee is writing a press release about the winners. Lina reported that the art teachers had tagged some of the works as "good work" or "deserving students" as a guide for the CEAC judges. Jay said he has a problem with "deserving students" since this is a judging for art not curriculum reinforcement. Lina and Suzan responded that it was helpful to the CEAC judges as a starting point - since there are so many works and little time to judge, but that it was not a limiting factor and the judges had considered works that were not tagged as well.

4. NEW BUSINESS

- o Record Keeping

Diane reported that the CEAC has a closet in the library where records are kept and supplies are stored.

Steve suggested that we file all Grant Applications awarded and not awarded. They are all public documents.

Action: Diane requested that all Minutes, Treasurer's Reports, Gallery Schedules, Grants and Grant Applications be filed in the cabinet by the Commission members responsible for those documents. She noted that the key to the closet has to be requested from someone at the library.

o Town Art Inventory Project

Diane opened the discussion by asking Steve what is on the CD about the collection, noting it is a starting point for the project. Steve reported that there are a limited number of good photos of the permanent art collection.

Action: Steve will burn a new CD for Diane

Jay asked if there is a date on the CD. He noted that the photos were done by a professional photographer based in Portland who does photos for insurance purposes.

Diane reported that we have a list from the Town Hall titled "Town Owned Art." Steve said it seems to match the CD.

Diane noted that it does not include any of the school art and asked how we should proceed. Jay said we should create the images in a linked way so the images are linked to a descriptor. We could use the minutes to figure out when and to whom the school awards were given. We need to include all of the info on size, medium, etc. Diane asked if the format should be a website.

Suzan said the point is we need to promote the collection. Steve said the town does want the public to know about the it.

Lina suggested that someone on the Commission should chair this project and propose a plan of action. Jay said an alternative would be to contract it out...solicit a grant...depending on how much money we have. Set a procedure in place to document the school pictures each year.

Action: Steve proposed that he take a walk through the entire current town owned art collection to establish a baseline inventory. All agreed to that plan. No schedule was discussed.

Diane noted that we still need to make a plan for how we will work together on this project.

o Labor Day Art Show

Steve reported that Steve McGovern had asked for judges. Who

wants to do it?

Decision: Steve Popp, Diane Brakeley and Suzan Backer will judge.

Action: Diane will advise the Town Clerk that we are doing it as a committee (because 3 or more people gathering constitutes a public meeting.)

5. NEXT MEETING DATE: Tuesday, June 13 at 7:00 pm at the library

Lina noted that she will not be present at the June meeting. Suzan agreed to take the minutes.

The meeting was adjourned at 8:40 PM

Respectfully submitted

Lina Newhouser, CEAC Secretary

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