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Cape Elizabeth Arts Commission

Agenda for July 10, 2007

1. New Member Introductions
2. Anne Swift-Kayatta and Michael McGovern - Discussion about CEAC and member retention.
3. Secretary's Report
4. Treasurer's Report

OLD BUSINESS:

Permanent Art Collection/Town Owned Art/School Art Collection Project

- ACTION: Diane will ID the photos on her spreadsheet and update the spreadsheet noting whether we have photos of the work or not. She will also ask at Town Hall about the date of the appraisals, and about the amounts given for the school art awards.
- ACTION: Jay will check his files to see if he has anything regarding the appraisals and dates. (Diane gave Jay the spreadsheet to compare with his notes)
- ACTION: Sarah will contact the Chief.
- ACTION: Sarah will try to find the slides at Town Hall and call Bill Barton

School Art Program

- ACTION: High School Awards: HS will arrange for framing of their works. Middle School Awards: Steve will confirm with Marguerite Rohner, MS art teacher re: using May 31 show as opportunity to judge and select. All members of the CEAC will attend. Steve, Sarah and Diane will judge.
- Mary Hart and framing -- Where are we? (Stephen)
- Middle School Awards: Contact Marguerite Rohner, MS art teacher re: a date to review the last two trimesters (Steve).

Gallery/Library

- ACTION: Steve will contact Ms. Reale-Hatem about various

alternative dates: Wednesday, October 3; Saturday, October 6; Friday, October 12.

· ACTION: Sarah will submit an application with photos for December.

v NEW BUSINESS:

Library Gallery Schedule Update/new Applications

New Member Roles

Minutes

Cape Elizabeth Arts Commission

Minutes of the May 8, 2007 Meeting

Sarah Beard Buckley called the May 8, 2007 meeting of the Cape Elizabeth Arts Commission to order at 7:10 pm. Present were: Sarah Beard Buckley, Lina Newhouser, Diane Brakely, Steve Popp and Jay Scherma

1. SECRETARY'S REPORT

Lina reviewed the minutes of the April 10 meeting. Following a brief discussion of the chaperones for gallery openings, Diane moved that the minutes be accepted as submitted. All were in favor.

2. TREASURER'S REPORT

Diane reported that \$1,850 remains in the budget, and noted that the funds need to be spent before the end of June. Checks need to be written or the funds must be encumbered. Jay suggested another alternative would be to ask the Town Manager to extend the funds until we have expenses for the art inventory project. Lina moved that the report be accepted as read. All in favor.

3. OLD BUSINESS

o Town Finance Committee Meeting, April 12

Sarah attended the meeting and reported that she spoke to what is going on with the CEAC: who, what, where we are going. She said Ms. Swift Kayatta had concerns given the historic problems with keeping people on the Commission. Is the Commission valid? Sarah responded that few people apply for the positions because they don't know what the CEAC does. We need to create more awareness, e.g. Through the website; putting the town art collection on line; doing more new and different activities; better PR. By the end of the meeting, the Town Council agreed to keep

the CEAC because it's different. There was some discussion about bringing people into the Commission in various roles - e.g. on a project basis.

ACTION: Sarah will talk with Anne Swift Kayatta about an ad calling for applications in this week's Cape Courier

o Update on Status of the Town Art Collection Inventory Project

Sarah reported that she used the MAC lab at the High School to translate the images on the disk to readable tiffs, and also jpgs. She put them on a disk for Diane.

Diane asked about the estimated values noted on the spreadsheet. The amounts came from the appraisals the Commission had done, but we don't know when.

ACTION: Diane will ID the photos on her spreadsheet and update the spreadsheet noting whether we have photos of the work or not. She will also ask at Town Hall about the date of the appraisals, and about the amounts given for the school art awards.

ACTION: Jay will check his files to see if he has anything regarding the appraisals and dates. (Diane gave Jay the spreadsheet to compare with his notes)

Sarah reported that she has a call in to the Fire Chief to identify what works are theirs.

ACTION: Sarah will contact the Chief.

Slides: Jay thinks there is a box of slides of Town-owned art in the CEAC closet at the library, and one set in the vault at the Town Hall. Diane reported that some slides are in the school art collection binder. Sarah doesn't think there are any in the CEAC files.

ACTION: Sarah will try to find the slides at Town Hall and call Bill Barton

o Update on Status of the School Art Collections

Sarah reported that she sent the letter to the schools today (5/8/07) informing them of our decision to no longer fund the awards to the students whose work is selected for the permanent collection.

Lina and Sarah reported on the selections made this year: Emily O'Neil oversized ink drawing of a skeleton; Skye McIlvaine- Jones poster board bas relief self portrait; Rusty Leonard b/w photo self portrait.

Middle School Art Day is May 31. The suggestion was made that we use that occasion to review and select all three of the winners for this year from this show.

ACTION:

High School Awards: HS will arrange for framing of their works.

Middle School Awards: Steve will confirm with Marguerite Rohner, MS art teacher re: using May 31 show as opportunity to judge and select. All members of the CEAC will attend. Steve, Sarah and Diane will judge.

3. NEW BUSINESS

o Library Gallery

Steve reported that he received a phone message from Esponda asking him to dismantle her show at the end of June and store the works at the library because she will be traveling. She will be there for the set up and reception.

Jay reported that the Friends of the Library asked us to reschedule the opening reception for Reale-Hatem so it doesn't conflict with their book sale event on Friday 10/5. All agreed, no problem.

ACTION: Steve will contact Ms. Reale-Hatem about various alternative dates: Wednesday, October 3; Saturday, October 6; Friday, October 12.

August is still open. Berlingieri is not available for August, per his application. Matterson has not submitted an application. Jay reported that he had emailed her asking if she is going to apply. August is too soon for Sarah to organize a portrait show.

The CEAL has applied and requested November. November is already committed to Jack Riddle and Mary Hall.

ACTION: Sarah will submit an application with photos for December.

ACTION: Steve will call Berlingieri again about August; he will call Emily Matterson; and he will contact the CEArt League about their date.

o Update on Library Gallery Schedule

Upcoming Schedule: Reception CEAC Chaperone

2/2 Allen Tuttle

3/2 Diverse Lenses cancelled Diane for Lina

4/6 CEHS Sr. Astronomy yes Steve

5/4 Pond Cove poetry & photo no

6/1 Edurne Esponda yes Sarah

7/6 Diane Washburn yes Diane

8/3

9/7 Angela Hamann yes Steve

10/5 Janice Reale Hatem yes Lina (date TBD)

11/2 Jack Riddle and Mary Hall yes Steve

12/7 Northeast Portraiture yes Sarah (organizer & chaperone)

o Jay's Role on the Commission/Commission Protocols

As part of the process of clarifying and tightening up on protocols for the Commission, Sarah asked Jay to explain his role as the liaison from the Town to the Commission. Jay referred to the town document: Responsibility of and for Boards and Commissions Adopted 12/12/88 Amended 12/8/03.

He reported that he is essentially the Staff Member to the Commission. It is his ultimate responsibility to make sure that the Town Clerk and CE Community Services are informed about meeting schedules, so rooms can be reserved and meetings/agendas posted. Sarah asked about schedules for agendas and minutes. Jay requested the meeting agenda by at least the Friday before the Tuesday meeting, with one week prior being better. The minutes from each meeting should be out within one week after the meeting. He said that Community Services needs to know dates for scheduled meetings and gallery openings because they schedule the library spaces. They also need to know who the CEAC chaperones are, since that person is their contact for the exhibit.

ACTION: Sarah will submit the agenda for each meeting by the Friday prior to the regular 2nd Tuesday meeting

ACTION: Lina will submit the minutes within one week following the monthly meeting.

o June meeting with Mr. McGovern & Ms. Swift-Kayatta

Sarah reported they had requested Wednesday, June 6.

Jay reported that the library is not open Wednesday nights. He suggested we could ask McGovern/Swift-Kayatta about meeting on their turf, or we could request that just part of the library be open for our meeting.

ACTION: Sarah will confirm 6/6 and venue, and then let Jay know.

ACTION: Jay will notify Town Clerk and Community Services, as appropriate

Agenda for the meeting. Diane asked what is the purpose of this meeting? Sarah reported that the Town Council wants to talk with

us about improving the process of attracting applicants. Jay added that the meeting should be a brainstorming session about what's going right/wrong? Is there a better way to recruit? Is there a better structure? How to keep members? Diane asked if we wanted to discuss prior to the meeting. Jay noted that 3 or more of us would constitute a public meeting. Steve asked what we could do to help the process? Lina suggested that we all encourage people to apply, and that perhaps we could be part of the interview. Steve suggested we could help the Council with information. Diane said she had given all of the info to the Town Council last time. Jay suggested that we ask the Town Council if it would help if we prepared a slate of interested parties for them to interview e.g. a list of alternates from others who have applied in the past. Sarah had asked the Council if they had ever re-contacted people prior applicants. Answer: No. Sarah said the Council wants suggestions from us.

Ø ACTION: All CEAC members should encourage people to apply NOW, so the applications are in prior to June 6.

People to contact:

Lisa Tower Sarah

Maggie Bokur (sp?) Diane

Mary Townsend Lina

Jan Love Steve

o Budget

Given that June is the deadline for spending the funds, the group reviewed possible budget items for the remaining \$1850.

\$300 will be awarded to HS student winners

Funds will also be allocated for framing the HS and MS works. Old Crowe Gallery will do the Middle School works at cost (approximately (\$150) and Mary Hart will take care of the HS and will bill us (approximately \$200).

The inventory project will need the funds, so Jay suggested again that we request that the Town Council let us carry the remaining funds forward into the coming year. All agreed.

6. NEXT MEETING DATE: Wednesday June 6, 2006, location TBD

Meeting was adjourned at 9:10 pm

Respectfully submitted,

Lina Newhouser,

CEAC Secretary

draft letter to schools

Mr. Jeffrey Shedd, CEHS Principal

Mr. Richard Rothlisberger, CEHS Art Teacher

Ms. Mary Hart, CEHS Art Teacher

Mr. Steven Connelly, CEMS Principal

Ms. Marguerite Lawler-Rohner, CEMS Art Teacher

April 10, 2007

Dear Friends,

Ten years ago the Cape Elizabeth Arts Commission initiated the establishment of a permanent collection of top-notch artwork created by Cape Elizabeth High School and Middle School students. Each year works have been selected from the high school and middle school classes. Winning students have been recognized with cash awards donated by the Cape Elizabeth Arts Commission and their works have been framed by the CEAC and become part of the collections publicly displayed in the halls of the schools. We're proud of this collaboration with our schools.

However, this year the CEAC revamped its Mission Statement and revised its program/budget for the 2007-2008 year. This spring (April 2007) will be the final year that the CEAC will underwrite the student cash awards and framing of the works of art. We would be honored to continue to serve as judges and look forward to hearing from you on that front.

We trust that you all value the permanent student art collection and will support its growth into the future. Other schools in the area (Scarborough & Westbrook High Schools) have similar collections supported by their schools/school districts.

Thank you for the opportunity to be part of your excellent work in the schools. We are creating a written inventory of the Town's art collection and will, of course, include the student work. We will be in touch again soon.

With best regards,

Sarah Beard Buckley

Chair

Cape Elizabeth Arts Commission

Dear Cape Elizabeth Town Council,

As members of the Cape Elizabeth Arts Commission (CEAC), we're writing to you with enthusiasm and optimism for the Arts Commission's potential to enhance and enliven the Cape Elizabeth community. This small, but energetic group currently consists of four members, each of which brings a wealth of arts-related experience and resources to the commission:

Sarah Beard Buckley – Chair founded Northeast Portraiture 1997. As head of this full service arts agency representing many of the nation's foremost portrait artists, she has advised distinguished academics, political and government figures, and individuals who choose to commission museum quality portraiture. Prior to her involvement in the portrait realm, Ms. Buckley worked as a product marketer for a worldwide leader in cancer therapeutics. She has an undergraduate degree in Biotechnology, an MBA and studied Art History at Harvard University. She and her husband have two young children at Pond Cove Elementary School.

Steven Popp – Co-Chair is owner and founder of Old Crow Gallery in South Portland. His gallery showcases local Maine artisans and features a full service custom framing shop. In addition to attending Mass College of Art, Stephen possesses a strong background in non-profit development, political consulting, special events and presidential advance work. Stephen enjoys living in Cape Elizabeth with his wife Pamela and their five year old twin sons, Nicholas and Christopher

Diane Brakely – Treasurer runs a small business, Della Mano Designs making hand-made items. She is also a steward at Artascope Art Studios in South Portland, and is the Advertising Manager for The Cape Courier newspaper. She has lived in Cape Elizabeth for 20 years and raised two children here.

Lina Newhouser- Secretary brings years of experience in community based cultural work in both urban and rural settings, as well as current international work with Transformit, a local company that designs and fabricates interior environments using sculptural fabric structures. She has lived in Cape Elizabeth 14 years and has two daughters in Cape schools.

Under the leadership of the CEAC's new Chair Sarah Beard Buckley, we've worked over the last two months to refocus our efforts. A Mission Statement for the Commission was drafted during this process. Based on the original charge letter to the CEAC, as well as current needs and interests in the community, the Mission Statement (attached) strives to express achievable goals and a framework for developing engaging cultural programs for Cape Elizabeth town residents. As part of the process, we reviewed and evaluated current and past programs. We're excited about the expanded potential we see for variations on existing

programs, as well as the anticipated community enthusiasm for new projects we have planned.

Here's a brief overview of upcoming activities:

Public Exhibition: The Gallery at Thomas Memorial Library is fully booked through November 2007 with diverse artists ranging from the High School astronomy class to an oral historian documenting long time CE residents. The CEAC is expanding outreach for the Gallery with the goal of soliciting an even wider range of artists and media.

An Inventory of Town Owned Art is currently in the works, with the aim of producing a living document for use in the conservation, preservation, and public enjoyment of our collection.

CEAC Website: A new Online Arts Calendar and Resource Guide are under construction as part of a new CEAC website. When linked to the town's website, this will become another indication of the character and vitality of our town as well as a portal of information for our community. A preliminary site is available for viewing at: <http://www.artsne.com/CEAC/index3.htm>

The 2008 Fiscal Year's Community Arts Project aims to provide expanded access to arts programs for CE families through two museum-connected services: 1) The CEAC will purchase & publicize family memberships to The Farnsworth Art Museum and Wyeth Center in Rockland, Maine, the Boston Museum of Fine Art, and The Isabella Stewart Gardner Museum in Boston, Mass. These passes will be available through the Library to all CE families throughout the year. 2) The CEAC will sponsor a "Cape Elizabeth" day for one of the lecture series during the Portland Museum of Art's Biennial event. This would provide reduced entrance to anyone from Cape Elizabeth to this event.

We're brimming with new ideas, but realistically, we need more people to help. We are as frustrated as the Town Council must be by the high turnover rate the Arts Commission has experienced. We have discussed the problem and would like to offer some ideas:

1. Would the current Arts Commission members be allowed to actively solicit and suggest replacements whenever there is an opening?
2. Could a record of all written applications to the Arts Commission be documented and held as a resource for new openings? The current Arts Commission members would be happy to take on the responsibility of contacting those individuals.
3. Could a member of the Arts Commission sit in on the interviews? While not wanting to interfere, we think we can best explain to newcomers what is involved in being on the Arts Commission, so that new members are a better fit. We are always

surprised when a new member leaves because we really enjoy what we are doing and feel it is valuable work.

We feel the Arts Commission has a vital role to play in expanding the opportunities available to all community members in an effort to integrate the arts into their lives. Why do we all love the theater? Why does dancing feel so good? Why do people spend extraordinary amounts on artwork? We believe it's because art is a universal expression that enhances our lives. As such, art serves as an important draw, both economically and culturally. After all, who wants to live and raise their children in a town that doesn't value art? Even in a community like Cape Elizabeth, where many residents have the income and education that provide access to the arts, the programs offered by an Arts Commission can truly add value to our community.

We look forward to talking with you soon about expanding and strengthening the work of the Cape Elizabeth Arts Commission.

With best regards,

The Cape Elizabeth Arts Commission

Sarah Beard Buckley, Chair
Steven Popp, Co-Chair
Lina Newhouser, Secretary
Diane Brakely, Treasurer

Cape Elizabeth Arts Commission

Mission Statement:

The mission of the Cape Elizabeth Arts Commission (CEAC) is to enhance and enliven the community by promoting awareness, involvement, understanding and access to the arts including; visual arts, music, dance, photography, writing, theater, film and video.

To Achieve Our Mission:

We do so by serving as a clearing-house for local art activities by creating programs that bring a vibrancy and energy to our local community and culture through the arts. We provide leadership, advocacy and support for the arts via the following broad-based initiatives and goals:

1. Public Exhibition/Gallery

The CEAC selects and exhibits works of art in a variety of media including but not limited to: oil and mixed media, photography and sculpture. CEAC solicits a wide and varied group of applicants and selects those applicants whose work merits public display.

Works are presented on an ongoing basis at the Thomas Memorial Library which serves as the primary physical gallery space.

Alternative venues and artist events will be offered by the commission from periodically as needed to provide diversity in the

public arts program. Local visual artists are encouraged to apply for consideration.

2. Community Arts Programs

The CEAC organizes, promotes and manages one major community arts event. Goals for the program are to promote community involvement in the arts either through direct involvement or as audience members. The CEAC's goal is two-fold, to tap into the creative potential of all Cape Elizabeth community members regardless of their age, race or religion and/or to provide programs to the public which they might not have the opportunity to view otherwise.

Examples of past events include, writing contests, fine art exhibitions, special school art programs in theater and dance. Programs are selected based upon community interest and the commission's broader objective of organizing events that are varied yet meaningful to the public.

Page 1 of 2

3. Grants

The CEAC offers an annual or semi-annual grant award to artists whose projects promote excellence and diversity in the arts. The goal of the program is to help artists of all types more fully realize their creative goals through individualized funding support. The Commission encourages grant proposal submissions from all types of artists especially those with a strong merit of need, and/or whose program goals relate directly to the Cape Elizabeth community.

Those applying must be Cape Elizabeth residents or groups that serve primarily the Cape Elizabeth community. Applicants must be 18 years of age or be represented by an adult. Grants are not intended to provide scholarship aid.

4. Historic Conservation and Cultural Preservation

The CEAC is responsible for maintaining the town's art collections for future generations. A complete inventory of the Cape Elizabeth art collection will be kept in an effort to create a living document as a baseline of the town's collection.

This document will provide needed information for use in the conservation and preservation of the collection. Information from the document will be used as a starting point for determining the value and liability associated with the collection, to help provide the town with a scope for future purchases, and to disseminate the information to the community at large.

As part of the inventory process, the CEAC will also determine whether or not there is a need for any conservation or preservation of the collection. An outside expert in this area would be consulted if necessary.

5. Public Education

The CEAC will maintain an online website in an effort to keep the public informed of its ongoing and current activities. The website will outline specific projects being undertaken along with providing a calendar of events for the community at large. Background information on the commission's mission, participants and the like will be presented.

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Sarah Beard Buckley, CEAC Mission Statement, February 11, 2007, v2

Draft Mission Statement

Cape Elizabeth Arts Commission

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