

# **Ridgefield Arts Council**

## **Monthly Meeting Minutes**

January 5, 2010

Committee members in attendance were Nancy Andrews, Anne Marcus, Alison Greeley, Ryan Bell, Carolina Fernandez, Paul Gervais, Emelie Howard, Kay Mayr and Ruth Wilder-Feldman.

### **Minutes:**

December minutes were approved as amended.

### **Treasurer's Report:**

Anne will meet with John Mannuzza to review current accounting and ensure that credits and debits are posted to the proper account(s). Anne will send an amended report to RAC members following that meeting. There have been no new expenditures since the last meeting.

### **Updates from the Chair:**

1. Nancy reported that she attended the BOS meeting on 12/14/09 to explain the match requirements for the CCT LAA Grant. The BOS approved the execution of the contract with the CCT and the paperwork was submitted.
2. Nancy has received confirmation from John Cusano of the CCT that RAC's grant paperwork was received and is in good order.
3. Nancy reported that, according to John Cusano, RAC can use the entire existing budget (the \$1500 2009-2010 town allocated budget and any funds in the 'trust account') as 'matching funds' for the 2009-2010 grant requirement. Nancy will confirm with John that the 2010-2011 budget allocated by the town (on July 1, 2010) can also be considered 'matching funds' for this grant period.

4. Following her presentation to the BOS, Nancy received a significant donation from a member of the public.

Emelie, having agreed to act as corresponding secretary, will prepare a letter of thanks. Nancy will inquire as to whether this individual would like to remain anonymous. If not, they will be publicly thanked in future press regarding the grant and fundraising efforts.

5. Alison has received updated biographical summaries from everyone except Stan; she will confirm use of the current version with him directly.
6. The communications committee will post the current open RAC position. Nancy has heard from Jean Mitchell, a Ridgefield resident who attended the December RAC meeting and has expressed interest in working with RAC in the future. Nancy will distribute her resume and bio to council members once she receives it.

### **OLD BUSINESS:**

#### **Review and Confirm Standing and Event Committee Assignments:** Nancy Andrews

RAC members confirmed their participation on the following sub-committees:

Development:            Chair: Anne Marcus  
                                 Members: Nancy Andrews, Paul Gervais, Alison Greeley, Stan Madaloni and Kay Mayr

Communications: Chair: Ruth Wilder Feldman  
Members: Ryan Bell, Carolina Fernandez, Emelie Howard and Alison Greeley

Behind the Scenes: Chair: Paul Gervais  
Members: Nancy Andrews and Kay Mayr

Cultural Festival: Chair: Alison Greeley  
Members: Emelie Howard, Anne Marcus, Ruth Wilder Feldman

Networking Event: Chair: Carolina Fernandez  
Members: Ryan Bell, Stan Madaloni and Ruth Wilder Feldman

It was agreed that members of the general public may be invited to participate on sub-committees.

**Dates for 2009 – 2010 Events:** Nancy Andrews

The following dates were reconfirmed with committee chairs:

**Networking Event:** Friday, March 5, 2010 at the Aldrich – Carolina recently reconfirmed with the Aldrich.

**Behind the Scenes Award:** Thursday, May 13, 2010 at the Community Center

**Cultural Festival:** Saturday, October 2, 2010 in Ballard Park (Sat, Oct. 16 is the rain date.)

**Committee Reports:**

**Development: Anne Marcus**

Anne will convene the group shortly and will reach out to Stan regarding his participation on the committee.

Ruth asked members to consider addressing the lack of certain equipment required for outdoor performances in town (tents, risers, portable stage) when developing a long-term budget. RAC may consider purchasing these items, making them available as a service to the community.

**Communications: Ruth Wilder Feldman**

Ruth has inquired about committee members' availability to establish a meeting schedule. They will discuss the website, email communications, press releases and articles, the corresponding secretary duties and video.

Anne reminded the group of the 500 postcards available for communication; discussion ensued about the potential for the card to be used as the invitation for the Networking Event.

**Behind the Scenes: Paul Gervais**

Kay requested that the committee meet soon, as she will be travelling beginning at the end of January through mid-April.

**Cultural Festival: Alison Greeley**

Alison will meet with the committee prior to the February RAC meeting.

**Networking Event: Carolina Fernandez**

Carolina will send assignments to committee members in the coming days. Alison will provide Carolina with the current mailing list and will prepare labels for the invitations. Carolina would love to kick-off the '\$1 for the Arts' piggy bank initiative at the event; the Development Committee will work on details.

**NEW BUSINESS**

**2010-2011 Budget Request Due to BOS by January 8, 2010:** Anne Marcus

RAC members voted to request \$3000 from the town for the FY 2010-2011. Anne will draft and circulate a letter to the BOS for review; with the deadline fast approaching, comments should be given quickly. Ruth suggested that Anne include attachments to serve as visual reminders of the work RAC has accomplished this past year (printout of the website, postcard, invitations and fliers, etc.); members were asked to send Anne supporting documentation.

Nancy will confirm how the town allocated budget can be considered for the 'matching funds' requirement of the CCT LAA grant. Specifically, can RAC consider the \$1500 FY 2009-2010 budget *and* the 2010-2011 requested budget as matching funds for the first year of the grant period? Per grant guidelines, all matching funds must be received by September 30, 2010; however, the fiscal year for both the town and state ends on June 30, 2010.

RAC members voted to approve a \$2500 budget for the Networking Event. All other committee chairs will present budget requests at the February meeting.

The next meeting is scheduled for **Tuesday, February 2, 2010 at 8:00pm at Town Hall.**

Recorded and submitted by Alison Greeley, Secretary