

# **Ridgefield Arts Council**

## **Monthly Meeting Minutes**

December 1, 2009

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

Jean Mitchell attended the meeting as a guest.

### **Minutes:**

November minutes were approved as submitted.

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

Anne distributed a Treasurer's report. There was some discussion with respect to the town budget vs. RAC's separate account; Anne will meet with John Mannuzza to review and confirm the current accounting.

Alison reported that the Cultural Festival accounting is still unresolved; she continues to wait for responses from participants regarding the fees paid.

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

1. Nancy reported that Ryan Bell, the candidate to fill the position vacated by Noelle Carr, has been approved by the Board of Selectmen.
2. Nancy reported that she has received a letter of resignation from Meg Collins Stoop; she will continue to serve as an Auxiliary Member of RAC.

Nancy introduced Jean Mitchell, a Ridgefield resident interested in the Arts, who was in attendance for this RAC public meeting.

3. Nancy shared some additional information from John Cusano regarding the grant and the newly required matching funds requirement. RAC is entitled to only those grant funds that have been matched by September 30, 2010. RAC may request an extension to raise the funds, but it must be in writing and submitted by June 30, 2010. Grant funds must be spent within the grant period or they must be returned (matching funds do not need to be spent in the grant period).

The executed contract and requisite paperwork have not yet been returned to CCT (they were due Friday, November 27, 2009). Prior to accepting the grant contract, the First Selectman and the BOS have requested a letter from Nancy Andrews outlining the matching fund requirement (which was added by CCT after RAC applied for the grant and communicated to RAC only at the time of the grant notification). Nancy has submitted the letter and the BOS will discuss the grant contract at their next meeting, Wednesday, December 2, 2009. John Cusano has verbally approved an extension to RAC. Alison will attend the BOS meeting to answer any questions that may arise.

4. Nancy reported that she has applied for a Rotary Grant for RAC; additional grant funds awarded (as long as they are not from the state of CT) are considered matching funds. Alison raised concerns about applying for limited local grant funds where RAC would be 'competing' with the organizations RAC exists to serve. The issue will be discussed further at the next meeting.
5. Alison has received updated biographical summaries from everyone except Stan and Ryan.

6. Nancy distributed RAC meeting dates for the 2010 calendar year.

**OLD BUSINESS:**

**Amendment to the By-laws:** Anne Marcus

Anne proposed to the following change to ARTICLE VI – Committees in the By-Laws:

Section 2 – Standing Committees:

There shall be **two (2)** standing committees that will function to keep the Selectmen’s charge of the Ridgefield Arts Council, namely to foster and promote the Ridgefield Arts Community.

Those committees shall be:

The Communications Committee, which will include the website, publicity and the forums;

**The Development Committee, which will include all budgeting, fundraising and grant writing.**

**The Development Committee** will put forth a suggested annual budget to the entire council for discussion and approval.

Motion was passed.

**Standing and Event Committee Assignments:** Nancy Andrews, Anne Marcus

Following the vote on the amendment, the committee assignments and chair positions were finalized as follows:

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

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

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

**Networking Event:** Friday, March 5, 2010 at the Aldrich

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

**Website:** Ruth Wilder-Feldman

Ruth is discussing options with Stan for transforming sections of the website to allow RAC members greater and more timely control over the content on the site. She will keep the council updated as conversations progress.

Ruth has discovered that there are 20 'pending' names for the weekly newsletter; Alison suggested that they are the individuals who signed up at the table at Town Hall. (Alison entered their information and the site automatically sends them a confirmation, which must be acknowledged.) Ruth will look into it further.

**Status of the Film Commission:** Nancy Andrews

The continuation of the Film Commission as part of RAC is in question. Nancy will reach out to Allison Stockel to discuss the commission's status.

**NEW BUSINESS**

**'The Big Read':** Alison Greeley

Alison reported that the Playhouse and Library are planning to apply for an NEA grant to support a town-wide read of 'The Grapes of Wrath' in fall 2010. She offered RAC's support to the Playhouse's grant writer, Jodi Stewart, and will continue to keep RAC updated as their plans progress.

**Budget Discussion:** Anne Marcus

RAC's FY2010-2011 budget request will be due to the town in January. RAC members voted to request \$3000. Anne will draft and circulate a letter to the BOS for review and comment.

The operating budget was reviewed and discussed. Before a budget for programs can be finalized, more information is required on the costs associated with transitioning the website to allow more user control. Ruth will work with Stan to determine costs and report back. Program and event budgets will be discussed at the next meeting.

Plans for Matching Grants and additional programs to be supported by the grant funds will be discussed at the January meeting.

The next meeting is scheduled for **Tuesday, January 5, 2010 at 8:00pm at Town Hall.**

Recorded and submitted by Alison Greeley, Secretary