

Ridgefield Arts Council

Monthly Meeting Minutes

July 6, 2010

Committee members in attendance were Alison Greeley, Andrew Levine, Anne Marcus, and Khristee Rich.

One guest was present, Jean Mitchell. Jean is a prospective council member. She works with Save the Children. She has an arts administrative background and has grant experience. She attended a previous meeting in the fall.

Minutes:

June minutes were approved.

Treasurer's Report:

We used the funds we needed to use by June 30. The CCT has approved our request to extend the grant period through the end of the year (December 30). As such, we now have until then to spend the grant funds and to raise the matching funds. We have received some income for booth rentals for the Cultural Festival. We have received \$165 according to Anne's report, but Alison recently received a few more checks, so we have received over \$165 for the Cultural Festival.

Updates from Chair:

1. Code of Conduct - Alison will bring to August meeting for everyone to review.
2. CCT Grant Extension was approved. We have until December 30 to spend the grant funds and to raise matching funds.
3. We have two prospective council members. Alison met with Deb Linke prior to our meeting at 7 pm, but she could not stay for the council meeting. Jean Mitchell was our other prospective member. She stayed for the duration of the meeting.
4. The Executive Roundtable on June 18 at 11 am was successful. We had a big crowd in the large conference room. In attendance were not only executive directors from arts organizations, but various positions attended to represent their organizations. Alison Greeley, Ruth Wilder Feldman, and Khristee Rich from the council attended. It was suggested by those in attendance that we meet quarterly. We will alternate meeting in the day and evening. Some people who couldn't attend requested that we meet in the evening, so we will alternate to appease everyone. The big development from the meeting was that it was requested that we create a kiosk to display everyone's events. We will look into this and contact planning and zoning to see if we could have the kiosk in front of Town Hall. The next Executive

Roundtable meeting will be in September. The date we would like to propose is Tuesday, September 14 which is 2 weeks after school starts. This next meeting will be in the evening.

5. Summerfest - We will have a booth for Summerfest 2010 a.k.a Sidewalk Sales on Saturday, July 17 from 10 am to 4 pm. We will be on Bailey Avenue. Khristee is orchestrating this. Ruth will be assisting. Andrew Levine and Jean Mitchell offered to help out too. Not many brochures have come in from the arts organizations. Abby Walker from the Chekhov Festival will be manning a table alone. She has requested to be beside our table. Emelie will be the liaison for the Michael Chekhov Festival.

Cultural Festival: Saturday, October 2, 2010 in Ballard Park (Rain date: Sat, Oct. 16)

Chair: Alison Greeley

Members: Khristee Rich, Anne Marcus, Kay Mayr and Ruth Wilder Feldman

Seventeen people have paid and sent in their forms for the festival. Twelve have pre-paid, but have not sent their forms. Alison will make calls to follow-up. We still need to look into the costs involved with staging and tents. In mid-July we will start to develop the actual production of the festival. Ruth is the producer and Kay is the director of the festival. Andrew volunteered to help with his expertise too. He will contact Kay and Ruth and see what he can do to help. Steve Zemo, the building developer at the Market Place at Copps Hill sent a check for \$250 for the businesses at the Market Place to support the Cultural Festival and to have their collective booth. We have decided not to have a concession stand in the park to fundraise. Instead we will have several vendors. In the future the Cultural Festival may expand to include evening events, but this year being our first year, we will keep the event to the daytime.

Alison has ordered more pigs.

Communications

Chair: Ruth Wilder Feldman

Members: Carolina Fernandez, Andrew Levine, Khristee Rich and Alison Greeley

Ruth was not present, but Alison announced that the Web site redo is going great. The launch is expected to be July 15.

An e-blast will be sent out to notify everyone of the launch of the site. We can also send an announcement on Facebook and Twitter.

Behind the Scenes

Chair: Paul Gervais

Members: Kay Mayr

No updates.

Networking Event

Chair: Carolina Fernandez

Members: Ruth Wilder Feldman

No updates.

Alison hopes to have dates for Behind the Scenes and the Networking Event in the September.

Development Report

Chair: Anne Marcus

Members: Paul Gervais, Alison Greeley and Kay Mayr

We received a few donations, but many people have not responded to the letters. It's time to start calling people on the list who have not donated any money yet. In the future we will try to call people two weeks after the letters have been sent.

We will have our Celebrity bartending at Toscana on Thursday, October 14. We still need to find a celebrity. Andrew thinks it would be best not to ask his contact to be our celebrity guest for this event, but he will ask him to help us in another more suitable capacity in the future.

Old Business

CCT Tourism Conference 5/6/10

Ruth and Khristee attended the conference at MGM Grand at Foxwoods. Khristee gave a brief report about the conference such as the keynote speaker and the break-out sessions that Khristee and Ruth attended as well as and marketing possibilities.

Peer Advisor Network

Alison will look into soon.

New Business

We will be ordering stationary soon. Alison will look over the quotes in August.

We need to start thinking if there are any other purchases we would like to make before December 30. Andrew recommended purchasing a flip camera that we could always have on hand for events.

The next meeting is scheduled for **Tuesday, August 3, 2010 at 7:30pm at Town Hall.**

Recorded and submitted by Khristee Rich, Secretary