

Town of Ridgefield- Ridgefield Arts Council Meeting

March 1, 2023 at 7:00 PM

In-Person Attendees:

**Town Hall Small Conference Room
400 Main Street, Ridgefield, Connecticut**

Those Attending Virtually:

<https://us02web.zoom.us/j/3625596884>

Meeting ID: 362 559 6884

One tap mobile

+16469313860, 3625596884# US

+19292056099, 3625596884# US (New York)

Minutes taken by Danielle Roth

Present (in-person): Tracey Bryggman, Joe Collin, Jennifer Dineen, Raje Kaur, Danielle Roth, Joshua Fischer, Raje Kaur, Amy Casey

Present (virtually): Colleen Cash

Excused: Mike McNamara, Pamme Jones

Guests: Marcie Samartino, Maria de Cesare, Brittney Richardson

MEETING TO ORDER

Colleen made a motion to call the meeting to order. Dani seconded. The meeting was called to order at 7:05pm.

MINUTES

Raje made a motion to approve the February 2023 Minutes. Jennifer seconded. All approved.

TREASURER'S REPORT

- The council is currently waiting on a town ledger statement for reconciliation as well as a response from the town regarding our account with Bill.com which we need in order for us to collect revenues.

Old Business

Spring Generator Planning

- The council discussed potential venue options for a spring Generator and spoke about engaging the Chamber.

Marketing/Logo Redesign

- The council discussed the logo redesign and the business cards.
- Raje made a motion to move forward with the new RAC logo and branding scheme. Tracey seconded. All approved.

Make Music Day Planning

- The council was briefed on the MMD kickoff meeting as well as the upcoming timeline to announce musician sign-up to the public. The council reviewed a resume and internship application from a high school rising senior.
- Jennifer made a motion to offer the student an RAC internship. Raje seconded. All approved.

Group Updates as needed

Scholarship

- The council discussed potential venues and scheduling constraints for the scholarship fundraiser.
- The council will work on opening up the scholarship application in the coming weeks via the website. The application deadline will be Monday, April 17th.
- The council discussed potential dates and events where the scholarship could be awarded.

Brochures

- The upcoming deadline for the Spring Brochures is at the end of the month. The council plans to add a panel specifically advertising Make Music Day.

Behind the Scenes

- The council received *most* submissions for honorees. A council member will follow-up regarding outstanding submissions.

Banners

- The council was briefed on recent maintenance issues with banner hardware and discussed reaching out to individuals who may be willing to help fix any issues that may arise.

EDR

- The next EDR will be held on Friday, March 3rd at 9am.
- The council will be circulating our first EDR newsletter to be shared in tandem with the meeting.

- The council discussed adding the following agenda items: introduction to the RAC in onboarding processes as it relates to staffing updates, the importance of utilizing and leveraging the planning calendar, and the upcoming Spring Generator.

New Business

Arts and Economic Prosperity 6 survey

- The council was briefed on the purpose of the survey as well as the upcoming deadlines and timelines associated with it. The survey is due March 31st. The council felt it would be beneficial to participate in the survey to help contribute to the data that will be used to measure the impact of arts and culture in the western CT region.

Chair's Maternity Leave Planning

- The chair will not be present for the April meeting and will be TBD for May. Members were instructed to keep an active eye on the RAC inbox. The council discussed upcoming events and deadlines and how best to cover items in the Chair's absence.

RAC Storage

- The council reviewed the closet space currently available to the RAC from the town and determined ways to create or rent more space. The council reviewed and discussed options.

RAC Inbox Management & Communications

- The council discussed best practices in checking, responding to, and forwarding emails in the RAC inbox as well as the importance of keeping contact lists up-to-date.

ADJOURNMENT

- The meeting was adjourned at 8:17pm following a motion made by Tracey and seconded by Dani. All approved.

The next meeting will be 4/5/2023 at 7pm.