

## Draft Minutes

Ridgefield Arts Council Meeting November 1, 2021  
Minutes taken by Jennifer Dineen

RAC Members in attendance: Jennifer DiLaura, Joshua Fischer Amy Hall Casey, Andrew Okrongly, Tracy Bryggman, Dani Roth, Raje Kaur, Colleen Cash, Pamme Jones, Joseph Collins, Jennifer Dineen

Excused: Hilary Aronow

### **MINUTES**

Raje made a motion to approve the October meeting minutes, Dani seconded the motion. All approved.

### **TREASURER'S REPORT**

Four additional town banners were ordered to be used beginning in 2022. Plans are being devised to support fundraising efforts for the scholarship. FY 2022 budget request due for submission by the end of December 2021.

### **AGENDA ITEMS**

1. FY 2022 budget request was discussed, and Items identified needing potentially additional funding included Make Music Day (2 days vs 1 day), website update, marketing/promotion, quarterly Generator events, quarterly Art/Culture brochures.
2. Banner calendar proposed schedule was reviewed. In December, the new locations will be installed to be ready for January 2022 installations. Placement of the banner calendar will be added to the RAC website along with the updated process.
3. EDR quarterly meeting is scheduled for Friday, December 10<sup>th</sup>, the location is being confirmed.
4. MMD 2021 update: all musician town gift certificates and sponsor thank you notes were distributed. RAC will need to determine who will lead MMD 2022.
5. Marketing update: A) quarterly brochure deadline is November 15<sup>th</sup>. Sponsor outreach has been completed for 18 businesses. C)Next marketing meeting is scheduled for November 18<sup>th</sup>.
6. CT Humanities General Operating Support Grant is being completed to meet the November 15<sup>th</sup> deadline.
7. Requests from Arts Organizations process was discussed, and a process draft will be circulated and approved at the December meeting.
8. Transition planning: Jennifer DiLaura noted she has made a list of her responsibilities and the council members will need to determine division of responsibilities. Various tasks were discussed.

### **ADDED TO THE AGENDA**

Tracy made a motion to add RAC meeting schedule to the agenda and Amy seconded the motion, with everyone approving. The RAC 2022 meeting day will move from the first Monday to the first Wednesday of every month, 7:30 PM. Jennifer DiLaura is confirming if a Town Hall conference room will be available, and she will publish the updated 2022 meeting schedule calendar.

### **ADJOURNMENT**

Raj motioned to adjourn the meeting, Colleen seconded the motion, and everyone approved. Meeting adjourned at 9:33 PM.