



Minutes
June 10, 2014

Present: Jeffrey Price, Becki Christopherson, Susan Wallerstein, Lynn Massey, Kathy Hebert ex-officio, Marybeth Becker, guest

8:40 meeting called to order

Review of Financial 2014 and Update on the Mayor's Art

\$1353 balance available

3 hour custodial fee for WPA Saturday tour - $\$24 * 3 = \75

Marketing - \$0

Art for Mayor's office - printing artwork $\$125 * 2$, framing $\$50 * 2$ (materials); old norwalk/new norwalk collage, Alex Rotner, VP of Norwalk camera club, cold called mayor's office, he was referred to the arts commission. Artists' Market not making profit just recouping production costs.

Motion to approve \$350 for this project, Lynn moved, Becki 2nd; passed unanimously, Jeff abstained; Jeff will redo invoice to show real value

\$928 new balance

Motion to request carryover of \$928 into 2014-2015, Jeff moved; Lynn 2nd, passed unanimously.

Review of 2014-2015 Financials, Total is \$45,926

\$12,005 from Common Council (local budget)

\$10,000 NEA grant

\$11,621 NEA match - \$6260 docent program, \$35/hour volunteer time @ 150 hours in kind; \$3186 library director, project director in kind; Legacy Keepers event, Tauck donation for \$200 for catering; Fountainhead case of sparkling wine, \$300; Norwalk 2.0 tech support/project management, produced materials & used website to promote WPA murals

\$12,300 Capital Budget - Historical Commission - WPA murals, portal

Susan will draft a RFP request for proposals to get a professional for public art inventory, \$1800 budgeted, draft a version of New Haven policy for Norwalk (excel spreadsheet & photos from historical commission); who did it, who owns it, loan/purchase, maintenance? commissioner liaison - Lynn M; draft to be submitted prior to July 8 meeting; consultants need to be able to work independently and have experience in project management

Getting the RFP out - share liberally; post on facebook on relevant and personal pages, FCBuzz, norwalk arts google group, chamber of commerce, etc.

Jeff - traffic box on Main Street, learned about the liabilities that come with public art;

Kathy - SoNo Art Exhibit - paid & accepted, it is the city's responsibility.

Funding under NEA grant - 1) extension of docent program to students; 2) Susan will draft RFP for digital media consultant for signage, audio cell, web-based resources, virtual tour \$5,000

Extend current memorandum of understanding \$1,000 for Suzanne to launch student docent program 40 student docents this year; Novellette from Carver transitions 8th graders to 9th grade, afternoon they have electives so far only athletic will bring the kids to city hall for training; motion by Chris, Lynn 2nd; passed unanimously.

Melissa Slattery, Lynn Cole (Princeton Review) will apprentice pro bono to Suzanne to be a docent trainer.

Project Updates

Press photo & article - weave in the total financial picture, using \$12,000 to manage \$45,900 of work. Susan will write the press release. Mayor to have a press conference introducing Susan as new chair, community partnerships, around the hanging of the art.

meetings to move around day/time/space to visit other orgs

Becki - old marketing projects i.e. brochure no longer represented in the new budget; Susan - can be included under public art, digital projects; Jeff - printed brochure important; Susan - money leftover from 2013-2014 can be used.

Draft of mission - the artists are missing; Chris will write the language and send to Susan membership includes artists and non-artists

Fodor Farm Open House Saturday afternoon, recognition of Nathan Hale fountain; by Lockwood-Mathews Mansion; sculpture/monument with a horse trough that Lisa Grant found and brought back to Norwalk from Wilton, guy who did Penn Station;