

 Medway Cultural Council

 155 Village Street

 Medway, MA. 02053

The Medway Cultural Council’s meeting was held at the Medway Public Library, Medway, MA. Date: March 10, 2020. Meeting was called to order at 7:05 p.m.
Present: Carla Cataldo, Gail Hachenburg, Jennifer Kendall, Jordan Warnick, Hazel Warnick, Mary Weafer, Winnie Nyack, Becky Atwood, and Phil Giangarra.

**1.Minutes**

The minutes from the February 11, 2020 Cultural Council meeting were approved.

The minutes from the February 26, 2020 ArtWeek subcommittee meeting were amended and then approved.

**2. Officer’s Updates and** **Reports**

**a. Treasurer’s report:**

Phil reported the total balance for our 3 accounts is $7,756.36. The Town money deposited was $5,000, and we had another deposit of $99.00.

Gail and Phil reviewed the Guidelines/Procedures for Town Reimbursement and the Town of Medway Employee Expense Reimbursement -2020 document that needs to be filled when submitting a reimbursement. The Guidelines/Procedures and the Expense Reimbursement documents were provided.

Jordan submitted a reimbursement form which Phil needs to follow up on.

***Action Items:***

Phil will follow up on the reimbursement form from Jordan.

**b**. **Secretary’s Report**

Gail has sent Sheila Dubrawski an email confirming that the CC members have approved her request to Change the Victorian Christmas Program to the “Rounders to Baseball program.”

Gail has contacted Heather the Henna Artists and she all is set for ArtWeek.

**c. Chairperson Report**

Carla plans to meet with Board of Selectmen on April 6, 2020.

Sandy Johnston will interview Carla and members of the CC during a taping session to promote ArtWeek on April 19, 2020 at the Thayer Historical House.

**d. Grantee Liaison:**

Karyl was absent from the meeting, therefore, her report will be presented at the next meeting.

***Action items:***

Carla will get an update on the taping session.

Karyl will provide an update at the next meeting.

**3. ArtWeek 2020 Subcommittee**

**a. ArtWeek minutes**

ArtWeek minutes were approved.

**b. Logistics of who is helping and when**

May 2nd –

-Saturday 10-2:00

Canman painting at Choate Park (Time to be determined)

May 3rd

-Sunday 11:00-3:00 Open Studio tour. (Gail, Betsy, Carla, Hazel, Jordan, Winnie)

May 4th

– Monday All day- Library, do it yourself Self-portrait (Maker’s Space), Not need anyone supervise exhibit.

3-5:00 pm- Kim in the Library Conference Room, Portraits/discussion/ etc.

4:30-6:30 pm- Heather in the Cole Room, Henna artwork/painting. (Betsy, Gail, Jennifer)

May 5th

-Tuesday

6:30-8:00 pm- Collage at the Library

6:30-8:00 pm- mandalas with Judith Gail, Carla, Winnie

Canman-live painting outside his studio on Main Street. Time TBD

May 6

6:30-9:00 pm- Library- Thread Painting. (Jordan)

May 7

Live Painting by Canman at his studio. Time TBD

Tinker Lab at the Library with Jennifer. Time TBD

Mandela with Judith Moffett Time TBD (Gail)

May 8

7-8:30 pm- Trivia night at T.C. Scoops. Team from CC.

May 9th

Canman- live painting at the Thayer House. Time TBD

Agriculture activity at the Thayer Historical House Time TBD. Becky

Print Making 3D Cards with Janet Sheehan 11:30-1:30 pm

Food Truck at the Thayer Historical House? Has not be determined yet.

Spin Art at the Library 10:00-2:00.

***Action Item:***

Jennifer will contact Tim Rice, as he has expressed interest in doing a presentation at the Thayer Historical House.

**c. Promotional Materials**

The following promotion strategies were discussed:

1) announcement signs (size, color, content, number) for places around town in:

 a) storefronts - **DECISION = 11x17” sign, @15 (?)**

b) restaurants/eating establishments– **DECISION = 11x17” sign, @12+ (not all establishments have**

 **committed yet)**

 c) municipal buildings include schools, library, fire and police, even dump-- **DECISION = 11x17”**

d) Choate sign-– Suzie Affleck-Childs in Town Hall to be asked (also for permission to post

 signs around town

 e) entrances and crossroads around town (Village St. and Main St., Village and

 Holliston intersection, and 109 near Millis, etc.) **DECISION = 20x24” sign, @12** (double-

 sided, or printed both sides)

 **- Village and Farm Sts (1@)**

**- Village and Franklin Sts (2@)**

**- Village and Main Sts (2@)**

**- Main and Holliston Sts (4@)**

**- Franklin and Main Sts (4@)**

2) Signs for events (size, color, content, number)

a) studio tour 2**0x24 sign, 6@**

b) Library events 20x24, 2@, ‘**ArtWeek MA Event Here’**, May 2-8, 2020 (3@, 2 at front, 1 at back)

c) Thayer Art Festival, ‘**ArtWeek MA Event Here’** 10-3, Saturday, May 2, 2020

d) WDIFY play, WE DID IT FOR YOU: Women’s Journey etc. **‘ArtWeek MA Event Here’ 7-8:30 (doors open 6:30 pm)**

e) restaurants/eating establishment during ArtWeek (2 definite, waiting to hear about 4 more restaurants).

***Action Items:***

Becky will find out about the electronic sign at the Police station and Choate Park.

Jordan will find out about the costs of the signs and will ask Alice Potter about doing the signs at Town Hall.

Jordan, Jennifer and Winnie will find out who they need to ask permission to place the lawn signs around town.

Jordan, Jennifer and Winnie will figure out where to put the link to the website on the posters.

 **d. Studio Tour Map**

 Jennifer and Gail met with Fran Hutton-Lee from the Medway IT department.

 Fran created a Map of Medway that includes the following:

1. A Map showing the location of each studio.
2. A Link to each artist’s website, which shows the artists, their work and a bio.

Once Fran has completed the map, she will send it to Sandy Johnston.

Sandy will post the map on the Medway Town page, etc.

***Action items:***

Gail will ask Fran to put the link to the main page of the Town of Medway on the map. (Wixs.site.com/2020).

Gail will ask Sandy to add the ArtWeek Logo onto the Medway the main page of the Town of Medway.

**e. Budget for Food Vendor**

Jennifer has contacted various food trucks, but none have committed as yet.

Jordan mentioned the Lobster Food Truck and will contact them.

Alternatives to food trucks were discussed. The following ideas were suggested:

1) having a pizza shop provide pizzas that we could sell by the slice.

2) Selling bottled water.

3) Selling popcorn since we have access to a popcorn machine.

4) Having a bake sale.

***Action items:***

Jordan will contact the Lobster Food Truck

Jennifer will contact the caretaker of the Thayer Historical House to make sure we are able to sell food at this site.

Jennifer or Gail will call Supreme Pizza to see if they are interested in helping out with Pizzas.

**f. Canman**

The CC members discussed where to display Canman’s paintings. The following ideas were suggested:

1. Display them in the Library
2. Ask local businesses if they would like to display the paintings
3. Rotate the painting to different sites such as the Historical Society, Town Hall, Library, local businesses.
4. Auction the paintings

If we decide to auction the paintings a motion was made and approved to put the proceeds into the Medway Cultural Council’s account to be used to fund future activities.

**Other**

Becky participated in the Webinar from the Mass Cultural Council and will send us a summary of the information and her impressions.

***Action items:***

Carla will post next meeting’s agenda.

The next meeting is March 24th, 7:00 pm.

Gail will secure a room at the Library for the meeting.

The meeting was adjourned at 8:53pm

Respectively Submitted,

Gail Hachenburg

Secretary