 Medway Cultural Council

 155 Village Street

 Medway, Ma. 02053

**ArtWeek Subcommittee Meeting Minutes**

The ArtWeek Subcommittee meeting was held at the Medway Public Library, Medway, Ma. Date: January 28, 2020. Meeting was called to order at 7:00 p.m.
Present: Jennifer Kendall, Gail Hachenburg, Karyl Wong, Hazel Warnick, Jordan Warnick, Mary Weafer, Kim Blenkhorn, Judith Moffatt, and Diane Busa and Laura Osterweis.

1. **Logistics-** The members discussed the logistics for ArtWeek. The kickoff for ArtWeek starts on May 2nd, 2020 at the Medway Public Library. There will be many different site locations for events. We will use multiple sources for publicity such as social media, local newspapers, flyers etc. A variety of events will take place at the Thayer Historical House on May 9th from 10:00 am-3:00 pm. The Medway High School is secured for May 9th for the play “We Did IT For You!”, curtain time 7:00 pm. The Medway Public Library will host many events, which will be posted with day, date and time. (Cheryl Cohen Mosaics class will be held at the Library on May 2nd, time of event TBD). Day, date andlocations for other events such as the Open Artists Studio tours are yet to be determined.Also discussed was having artists display their artwork at the Historical Society site.

***Action Items:***

Judy relayed that she will contact the following artists regarding the Open Studio Tours: Tim Rice, the Enchanted Fox owner, Cannmann.

Once the date for the Open Studio Tours are confirmed**,** Jordan will change the date in the letters that will be sent out.

Mary will contact the president of the Historical Society, Sheila Dubrawski, to see if we can have artists display their artwork at the Historical Society’s barn/house.

2. **Keeping track of events and artists**

Jennifer sent out a spread sheet to subcommittee members to keep track of events at the Thayer

Historical House.

Jennifer has the Sign-up-Genius site almost ready to launch and will notify committee members when it’s ready.

During the meeting we discussed which members would go to specific restaurants to ask about participating in ArtWeek. Karyl wrote down which members were offering to go to specific restaurants.

***Action Items:***

Karyl will send her list of who volunteered to go to which restaurant and then

Jordan will send out a spread sheet with a list of restaurants in the area. Members will sign up to go to specific restaurants to explain about ArtWeek and see if they are willing to participate.

Jennifer will notify committee members when the Sign-up-Genius site is ready.

3/4.**Getting Businesses involved/Sponsorships and** **Promotion of ArtWeek**

After much discussion a motion to make Jordan as publicity chairperson for ArtWeek was made, seconded and then approved. Jordan reported that he had contacted Judy O’Gara, editor of the Country Gazette, who will be happy to post information about ArtWeek. The deadline to have information posted is 6 weeks in advance. Jordan relayed that the first batch of letters to invite artists to participate in ArtWeek went out on 1/18 and that another blast will go out shortly. Also discussed was Jordan’s letter to Business Owners. Kim suggested that in the letters that go out to artists, businesses etc. that the letter include that we will promote their business, etc. and how we intend to do so, (town wide, statewide, place their names on our banner etc.). We also talked about hand delivering the letters initially to restaurant owners, then sending periodic blasts via email after the initial contact. We would also send periodic blasts of letters to businesses in town.

Karyl suggested advertising on the town’s public boards (Choate Park, the Police Station).

Other sites to publicize included: Made in Medway, Friends of Medway, Facebook, Town web site.

We discussed how to handle donations if given by sponsors. We will talk with Carla about the protocol for this issue at our next Cultural Council meeting on February 11, 2020.

We discussed that restaurateurs could create a special food item to reflect ArtWeek or have a special promotion.

Jennifer would like each participating artist to submit a description/write up of their artwork.

***Action Items:***

Jordan will talk with Winnie to combine efforts as Winnie is the publicity person CC and point person to put information on the Medway CC page. In addition, Jordan will ask Sandy Johnston to put this information in her Town of Medway Newsletter.

Mary, Kim and Judy will give all artist information for the newsletter to Jordan.

We will discuss how to handle donations at the next Cultural Council Committee meeting in February.

5. **Studio Tour Map and Calendar.**

Judy would like to change the Open Studio Tour to Sunday May 3rd. Judy relayed that she will contact the following artists regarding the Open Studio Tours: Tim Rice, The Enchanted Fox owner, Cannmann. Also discussed were locations for the studios and events.

During the meeting, Mary received a text from Cannmann saying that the date, May 3rd, for open studio would be fine. Additional locations that have studios were discussed. Judy/Mary suggested that we contact The Bird and Bear Collective, which has a barn studio to inquire if they would like to participate in ArtWeek.

It was suggested that we create flyers with a map showing the locations for all the open studios and place the flyers at both entrances of the library and other strategic locations in town.

***Action Items:***

Judy will work on the map/flyers for the Open Studio Tours.

Jordan will change the open studio date to Sunday May 3rd, on the letters that will be sent out to those participating in the Open Studio tours.

Mary will ask the owner of The Bird and Bear Collective, who has a barn studio on Ohlsen Circle, if she would like to participate in ArtWeek.

Judy will talk with the owner of T.C. Scoops to see if we can use her studio space. She will also talk with the owner of Molly’s Apothecary to see is she would be interested in participating in ArtWeek.

**Other**

Jennifer relayed Carla’s idea about having an activity to do the “M” project as we have

many “M” pieces left over from last year. Diane Busa suggested that we set up a table in the Maker’s Space at the Library with art supplies and have it open for anyone who would like to decorate a “M”.

Jennifer relayed that she would like to promote poetry and has contacted the high school English teachers to see about having students create poetry for ArtWeek. Gail suggested that Jennifer contact the middle school English teachers as well. The members discussed a theme for the poetry and decided that the theme should be “What art means to you.” The location to display the poetry has yet to be determined.

***Action Item:***

Diane and Jennifer will organize the “M” project.

Jennifer will contact the middle schools’ English teachers.

The meeting was adjourned at 8:50 pm

Respectfully submitted,

Gail Hachenburg

Secretary