

Freeport Arts & Cultural Alliance Minutes of 08/06/2015 Steering Committee Meeting

Meeting held at Freeport Library.

In attendance: Keith McBride, David Webster, Jane Bradley, Ed Bradley, Elizabeth Guffey, Scott Miller

Meeting called to order at 7:07pm.

Meeting chaired by Jane Bradley.

Minutes:

(1) Report and discussion regarding fundraising effort.

Freeport Players (FP) and Freeport Economic Development Corporation (FEDC) have each pledged \$1000 to the effort.

Ed Bradley asked for clarification from Info Hub group on what the funds allocated to that group will be used to create. Elizabeth Guffey referred to report from Info Hub Group dated June 6, 2015. Funds will be used to accomplish as much of the plan for the Virtual Kiosk noted in that report as possible. Funds will be used to secure hosting and domain registrations (already done) and pay for programming services in the first 6 months of development.

Volunteers will work on collecting and posting information, monitoring postings, and designing the look and feel of the virtual kiosk. They will also handle communication via the virtual kiosk to and from artists, the broader community and FACA. The focus will be on the calendar of arts events, posting announcements and documents from the FACA and soliciting comment, and, if resources permit, developing arts-related directories (artists, organizations, venues, resources).

At this time the FACA documents posted to the virtual kiosk will include: minutes of steering committee meetings; reports from committees referenced in steering committee minutes; announcements and agendas of upcoming steering committee meetings; reports from earlier phases of the process, including the report from the April 28 public meeting, report on interviews and case studies, and the June 4 "Report of the Arts Committee"; any committee reports and announcements subcommittees submit for posting.

There was a discussion of how we will get the word out that the Virtual Kiosk exists. The initial plan is a three-pronged approach: (1) word-of-mouth started by FACA participants notifying friends and by asking other website administrators to link to the resource, (2) indexing by search engines, (3) announcements in print media such as Tri-Town Weekly.

NOTE: the VIRTUAL KIOSK consists of the website at www.freeportartsandculturalalliance.org, the Facebook page at www.facebook.com/FreeportArtsAndCulturalAlliance, and email bulletins for members of the public who opt in to a bulk email list.

VOTE: Ed Bradley moved that he be removed from the list of signers on the checking account to be set up at Bath Savings Institution and that Scott Miller be added to that list. David Webster seconded the motion. Motion was approved by all present.

ACTION ITEM: Jane Bradley will set up the BSI account.

(2) Update on Organization tasks:

Jane Bradley sent the filing fees for incorporation to Andy Kull. Kull has filed the Incorporation papers with the Maine Secretary of State and will be filing the application for 501c3 status with the IRS soon.

(3) VOTE: David Webster moved to approve the minutes of the July 2, 2015 Steering Committee meeting. Ed Braadley seconded. Motion approved by all present. [Note that the cote regarding the change in checking account signers supercedes the list noted in the July 2 minutes.]

(4) NEW BUSINESS: In response to previous discussions of the desire to have the FACA represent the diverse community of artists, David Webster suggested the creation of a Policy Committee to recommend policies and represent the “moral owners” of the FACA. The group discussed what that committee would do and whether it would be a separate committee or a subcommittee of the Organization Committee. For now, the group has decided the Policy Committee will be a subcommittee of the Organization Committee. It’s initial charge will be to “wordsmith” a policy statement regarding FACA’s commitment to represent the multiplicity and diversity of the arts community and then monitor FACA’s success in meeting that commitment and make recommendations for improvement as needed.

(5) Discussion of Needs Assessment Committee.

NAC has not had a chance to meet and undertake planning. Steering Committee identified the need for a comprehensive, inclusive list of contacts within the arts community as a starting point for any work on needs assessment. The list will not be public, but will be amade available to the FACA Board and committees as needed for their work.

ACTION ITEM: Steering Committee members will compile lists of artists and arts & cultural organizations from their personal contacts and other sources and send them to Info Hub Committee member Elizabeth Guffey, who will compile them into a master list. The Info Hub and Needs Assessment Committees will continue to collect contacts for this list in the course of their work. A list of art forms and cultural activities to be considered for inclusion in FACA efforts will also be compiled. Suggestions for this list should be sent to Elizabeth Guffey.

(6) MISSION STATEMENT

The following mission statement was proposed by Nancy Salmon and approved by the steering committee at the July meeting:

The mission of Freeport Arts and Cultural Aliance (FACA) is to create a place:

- * to learn and teach about the arts and our cultural heritage
- * to create and participate in the arts and culture
- * for artists and audiences to grow together.

(7) Board Membership change

Ed Bradley moved to accept – with regret – Julie Freund’s resignation from the Board Of Directors. David Webster seconded the motion. Motion was approved by all present.

(8) MISCELLANEOUS:

ACTION ITEM: Scott Miller will research Directors & Officers insurance coverage and report back to the committee.

AGENDA ITEM: Keith McBride will present a tutorial on Google Docs at the September Steering Committee Meeting. Bring your internet connection device to that meeting if you want to learn by doing.

(9) Next meeting September 3, 7pm, Freeport Library. Steering Committee meets the first Thursday of the month.

Meeting adjourned at 8:04pm.