

## FACA Steering Committee Minutes March 29, 2017

**In attendance:** Jane Bradley, Ed Bradley, Keith McBride, Elizabeth Guffey, David Webster, Nancy Salmon.

Meeting called to order at 7:05 pm.

### (1) Minutes

Motion to approve October 19, 2016, minutes: moved by Nancy, seconded by Elizabeth, approved unanimously.

Motion to approve January 25, 2017, minutes: moved by David, seconded by Jane, approved unanimously.

### (2) Financial report

We received \$10K from Town of Freeport. Balance as of last statement: \$10,498.45. One payment was made to Reinholt Consulting after that statement, and one more payment is due. After those two payments have been made the balance will be about \$7900. We have 4 more payments to make at \$1295/ea and a final payment of approximately \$1800. We have no other outstanding invoices, but individuals have incurred photocopying services for surveys and survey flyers that we need to reimburse.

### (3) Cultural plan survey

The effort to get people to complete the survey is underway.

1300 survey flyers went out to RSU5 students. It appears this may only have yielded 2 or 3 completed surveys to date.

We discussed new things we can do to increase participation in the survey:

- Have surveys and/or flyers promoting the survey at a table at upcoming school concerts. (David & Nancy will cover band concert April 7.)
- Send email to Freeport Community Programs list. (David asked David Watts to do this periodically.)
- Reach out to organizations and businesses listed as community partners in our Maine Arts Commission grant application to (1) remind them they committed and we need their help, (2) push them to send the survey to their contact lists, (3) push them to get board members and staff to complete surveys. Our message to them: This is an opportunity for them to shape priorities for the community.
- Promote surveys at First Friday Just Desserts concert. (Nancy will cover this.)

Group divvied up the community partner list to contact about promoting the survey:

Freeport Community Library - Nancy

Freeport Historical Society - David

Freeport Community Programs, RSU5, Port Teen Center via David Watts - David

RSU5 teachers and administration – Ed

Casco Bay Y - Ed

FEDC - Keith

Freeport Community Players - Elizabeth

Art Guild of Freeport - Jane

Freeport Community Services - Jane

FreeportUSA - Keith

Greater Freeport Chamber of Commerce - Keith

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Freeport High School Drama & Fine Arts departments - Elizabeth  
Coastal Winds – John Albright  
Pine Tree Academy - John Albright  
Greater Freeport Community Chorus - Scott  
Open Stage Coffee House / MASISTA - Elizabeth  
Wolfe's Neck Farm - Ed  
Lynn Hannings - Scott  
Freeport Town Council - Keith

Group also divvied up a few local businesses to get them complete surveys:

LL Bean concert series and special events (Laurie Gilman) - Nancy  
Tom Dube – unassigned at this time  
Bowe Art Gallery - Keith  
Chilton Furniture - Keith  
Freeport Square / Freeport Creative Arts / Kathleen Meade – Ed (had already given her the survey)  
Brown Goldsmiths - David  
Bath Savings - David  
Rotary – unassigned at this time  
Lions – unassigned at this time

Survey closes 90 days after launch, which is end of May.

### **(4) Other Business**

We need new (additional) members to join the steering committee.

Meeting adjourned at 8:10pm.

Next meeting: Wednesday April 19 7pm at Town Hall.