

ACAF Steering Committee Minutes May 10, 2018

In attendance: Jane Bradley, Ed Bradley, Elizabeth Guffey, Ellen Ebert, Keith McBride, Scott Miller, John Albright

Called to order at 7:07 pm

(1) Financial Report

Account balance = \$1,083.13.

Annual report filing fee is the only expected bill in the immediate future.

(2) Scheduling of Annual Meeting

We need to hold an annual meeting to elect Board members. Jane will handle this via email so we can move forward with the 2018 Annual Report to Maine Secretary of State.

(3) We received a request from Reinholt Consulting for a testimonial. Committee approved this in concept. Jane will draft it and send it to the steering committee for review.

(4) Approval of minutes of prior meetings

Ed moved to approve the minutes of the 4/25/16, 9/6/16, 7/26/17, 8/23/17, 12/6/17, 1/24/18, and 2/22/18 steering committee meetings. Ellen seconded the motion. Minutes were approved unanimously.

March 15, 2018, there was an informal meeting to prepare for the Town Council meeting. No votes were taken at that meeting.

April 4, 2018, the steering committee met. There was no quorum and therefore no actions were taken.

(5) Hiring part-time coordinator

We have been approved for Destination Freeport TIF funding of \$20K to hire a part-time coordinator for one year.

Ed moved to form a Hiring Committee with the charge noted below and seat Ellen Ebert, Scott Miller, and John Albright on that committee.

Committee charge:

1. Draft job description for the part-time coordinator.
2. Distribute job description to the public at appropriate job boards, media outlets, etc.
3. Vet candidates and make a hiring recommendation to the Steering Committee.

Jane seconded the motion. The motion passed unanimously.

Ed moved to authorize a \$300 budget for the committee to publicize the job opening. John seconded. Motion passed unanimously.

The goal is to hire the coordinator by July 1.

(6) Next steps

(a) The committee continued the discussion about whether ACAF is a group that facilitates other groups and individuals in their implementation of aspects of the Freeport Cultural Plan or is a group that implements Plan strategies on its own. The consensus is that ACAF primarily brings potential collaborators together to implement the Plan; facilitates, fosters, supports, and encourages their efforts; monitors progress; and reports to the community on that progress. We are stewards of the Freeport Cultural Plan, and our mission is to create the environment that

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enables others to implement the Plan. However, there are some actions under the Plan – such as hiring a coordinator and convening stakeholder meetings – that are appropriate for ACAF to do, and when ACAF identifies high-priority items under the Plan that other groups are not ready, willing and able to take on, ACAF may choose to undertake them ourselves.

(b) The committee discussed what 6 or 7 specific accomplishments we want to focus on in the next 6 months. This list will direct our efforts, inform the hiring process, and move Plan implementation forward. These 7 items were proposed by committee members:

1. hire a coordinator
2. expand the ACAF board of directors to increase capacity and improve stakeholder representation
3. build connections between schools and the arts/culture groups in the community; specifically, facilitate Freeport High School arts faculty effort to create an art show for Youth Art Month (March 2019)
4. catalog Freeport's arts & culture assets
5. convene annual meeting of arts/culture stakeholders
6. expand the effort to promote Freeport's arts and cultural activity
7. pursue the creation of a black box performance space

Items 1 & 2 were on everyone's list and are the highest priority. The remaining items were agreed to by the group, as well.

Ed made recommendations about people to invite to form a Venue Committee, which the committee approved. Elizabeth, John, and Ed agreed to serve on the committee. Keith will assist. Ed will invite the three other community members who were recommended.

NEXT MEETING: Thursday, May 24, 7pm @ Town Hall. Steering Committee members are asked to bring a list of community members to consider for Board membership.

Meeting adjourned 8:45pm.