

Freeport Arts & Cultural Alliance Minutes of 06/04/2015 Steering Committee Meeting

Meeting held at Freeport Library.

In attendance: Keith McBride, Betsy Roper, Ellen Ebert, David Webster, Jim Chute, Jane Bradley, Ed Bradley, Julie Freund, Nancy Salmon, Elizabeth Guffey, Scott Miller

Meeting called to order at approximately 7:05pm.

Meeting chaired by Ed Bradley.

Agenda:

- (1) Report from Information Hub committee and discussion of plan
- (2) Report from Organization committee and discussion of next steps
 - (a) formal organization (incorporation, 501c3 application, organization name and incorporators)
 - (b) informal organization (how will steering committee and subcommittees interact and communicate to keep the process moving forward)
- (3) Discussion of seed money fundraising
- (4) Discussion of report to community on activity to date.

Minutes:

(1) Information Hub Committee presented a 3-phase plan to address communication goals. Three projects are planned:

- (a) Virtual Kiosk – web, social media and email presence
- (b) Physical Kiosk – kiosk or kiosks in downtown Freeport
- (c) Media Outreach – getting information to the public via the media and others (hotels, trade groups, etc)

These methods will be used to:

- * publicize arts & cultural events
- * provide information on alliance's efforts and make reports available to the public
- * invite public feedback and participation
- * provide a knowledgebase of Freeport arts & cultural assets, resources, and support

(2) (a) Organization Committee presented a plan to incorporate as a non-profit and apply for 501c3 status.

(i) In order to proceed, we needed to decide on a legal name and have at least three incorporators. After discussion, the Steering Committee approved Freeport Arts And Cultural Alliance as the legal name for the new non-profit organization. Keith McBride, Betsy Roper, Ellen Ebert, David Webster, Jane Bradley, Ed Bradley, Julie Freund, Nancy Salmon, Elizabeth Guffey, and Scott Miller agreed to be listed as incorporators in the incorporation documents.

It was noted that although this will be the legal name of the non-profit, a less formal name could be listed as a d/b/a for the organization.

During this discussion, the committee affirmed that cultural activity – history, heritage – would be included in the center in addition to the arts.

(ii) Steering Committee agreed to install Jane Bradley as interim President and Elizabeth Guffey as interim Treasurer/Secretary, with full elections to be held in six months.

(2) (b) Steering Committee discussed how to keep the process moving forward and get critical decisions made between meetings. Committee agreed to a combination of continued ad hoc

discussions, authorizing subcommittees to proceed with their plans, and having a point person to check in with committees and remind people about meetings. Elizabeth Guffey volunteered to be that point person, with Keith McBride as a backup during the busiest part of Freeport Players' production season.

(3) Ed Bradley tallied budget estimates from the Information Hub and Organization committees and set a \$3000 target for seed money fundraising. Steering Committee approved a \$3000 fundraising campaign to cover expenses for the next six months, to be raised from local businesses and organizations.

(4) Keith McBride circulated a draft progress report. Steering Committee members will review this report and send comments to Keith by Thursday, June 11.

(5) Next meeting July 2, 7pm, Freeport Library.