

Amesbury Cultural Council Meeting

October 4, 2011 7pm

Amesbury Cultural Center-37 Millyard

Members Present: Pam Gilday, David Andrew, Nate Cordova, Bob Laplante, Leah Hill, Rachel Kohn, Marc Lisle, and Mary Hichborn

Also Present: Carley Monell (going to Municipal Council to become official member).

1. Minutes

a. August Minutes

Bob motions to accept minutes from August 2011 meeting. Rachel seconds the motion. Vote on motion 6-0 (Leah & Pam abstain).

b. September 6, 2011 minutes

Bob motions to accept September minutes. David seconds. Vote on motion 7-0. (Marc abstains).

2. Treasurer's Report

a. Financial Reporting

- Bob met with Town's Financial Office staff in accordance with MCC guidelines. Received the LCC account form listing Council Financial information for the period July 1, 2010-June 30, 2011. Submitted the completed Section 1 Summary to the MCC in advance of the October 15th deadline.

b. Grant Vouchers

- Amesbury Elementary School voucher processed for \$250. Supporting documentation received from Billie McLane.
- Merrimack Valley Philharmonic Orchestra voucher processed for \$150.
- Newburyport Choral Society voucher processed for \$100.
- Newburyport Chamber Music Festival voucher for \$150 submitted for payment.

c. 2011 Studio Tour

- Received 42 studio tour applications, fees totaling \$1285.
- Prepared required schedule of Council Payments and deposited with Town Treasurer.
- Received a written request dated 9/24/11 from Robert W. Page requesting that his application be cancelled and his \$35 application fee be returned. Prepared and submitted voucher to the Town Finance Office requesting he be issued a reimbursement check. This results in a final number of 41 applications for a total of \$1250. Rachel will contact Robert Page
- Applications have been furnished to Allison for processing.

d. Grant Application

- The first grant application has been received (due date Oct 15). Who is our contact at the Daily News?

e. Jeff Briggs Sculpture

- Mr. Briggs has reviewed his files & submitted some information relating to the history of his project as discussed at the September 6, 2011 Council meeting. He has included a copy of a letter to him dated November 3, 2001 from Joanne M. Sullivan, Amesbury Cultural Council Chair. The letter awards him a \$9000 public arts grant. Payment is to be in thirds. The letter further states that "we need to write up and sign a contract for the project."
- Mr. Briggs has submitted copies of 2 reimbursement vouchers for \$3000 each. The first voucher indicates Council approval in January 2002. The 2nd voucher was approved in June 2003. Bob

met with a financial staff at Town Hall and asked if they could review the payment history. They confirmed a payment of \$3000 on January 24, 2002 and a payment of \$3000 on July 17, 2003.

- Mr. Briggs has also included a copy of a December 18, 2001 letter from him to Joanne M. Sullivan, ACC Chair, including a proposal which, when signed by her, becomes a contract. Mr. Briggs' copy of the proposed contract is not signed by the ACC. Bob inquired if Mr. Briggs had a signed copy, he did not. Also inquired if the Town Finance office had a signed copy, they did not either.
- Mr. Briggs has submitted an invoice for a 3rd installment payment of \$3500 for labor and drawings for proposed locations of 'Carriages to Automobiles' Wall Sculpture. Payment to cover all drawings and pricing development from 2001 up to installation of the sculpture. Casting and installation fees are not included in this payment.
- The ACC account has been carrying a \$3500 amount as a reserve for the Briggs sculpture. It appears that the correct amount should be \$3000. Bob checked with the Town's financial staff. They indicated they had been told to use the \$3500 number by previous ACC Treasurer. This will be adjusted when we do step 2 of the voting preparation exercise.
- Rachel asks where is the \$3500 sitting? Bob states the ACC grant account. Rachel questions what will happen to the extra \$500, it will go back into the general granting fund. Leah questions where the \$500 come from. No documentation that budget had been increased to \$9500. Does Jeff have any further documentation? Bob to check. David states that Jeff has done extra work. Nate states that we need the extra documentation.
- Leah motions to grant the final payment of \$3000 to Jeff. Pam 2nds. Vote on motion 8-0.

3. Studio Tour

- Rachel has the floor plan
- Allison is entering names into the spreadsheet and will send completed spreadsheet to Carley, Rachel and Pam by end of the week
- Need to get brochures to printer
- Which printer? Carley has a contact of a printer in Chelmsford.
- Carley shared design drafts of this year's brochure and several versions of this year's poster/flyer for review and feedback and hopes to send completed brochures to printer next week
- Last year, we printed 2500 flyers. Decrease to 2000 flyers, 25 11 x 17 posters and 100 8.5 x 11.
- Mary is meeting with newspaper people this week on publicity and asks who should we have featured in the newspaper? Suggested Marjorie Jennings, Rachel.
- Carley asks about the Merrimack Valley magazine in their upcoming events.
- Leah will put information on the MassTourism page.
- Marc will unify the jpgs
- Pam to work with Paul on getting artist info from Alison's spreadsheet into the google doc and tour website
- Rachel will send email requesting artists send their sample JPG to the ACC gmail account
- Carley-can create studio tour images 2011, make sure to name images with artists' name
- Raffle-David & Allison have gotten lots of raffles-14 donations.
- Maggie's Sundaes will do food at the tour and also a cookie decorating table. This will be taking the place of the kids art table. Does Maggie Sundaes want high school student volunteers? Pam will contact high school.
- Pam-need to contact Paul regarding musical acts.
- Carley- should music events be listed in the brochure? No, just on the website
- Carley- will create a vanity url on facebook.
- Leah-balloons

4. Granting Process

- Everyone-review printouts on MCC guidelines-revised in July-www.massculturalcouncil.org, in particular, pages 6-8.
- Pam attended the Revised Guidelines Workshop in Andover on September 17, 2011:
 - One of the changes, the event that is requesting funding can take place between July 1, 2011 and the end of 2012.
 - Applicants must reside in Mass.
- Nov. 1 meeting-we receive grant packets
- We had until September 15 to modify our local guidelines.

5. Other Business

- Need updated email list.

Leah motioned to adjourn. Bob seconded. Vote on motion 8-0. Meeting adjourned at 9:15.

Submitted by Leah T. Hill