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Arl Cultural Comm Minutes 3/7/2013

ARLINGTON CULTURAL COMMISSION
 MEETING MINUTES – March 7, 2013

Present: Adam Chapdelaine, David Ardito, Roly Chaput, Barbara Costa, Nora Mann, Stephanie Marlin-Curiel, Scott Samenfeld
 Absent: Adria Arch

Call to order 6:05

Adam Chapdelaine, Town Manager, acted as convener

ITEM 1: Organizational Structure

Roly Chaput volunteered to be Treasurer
 Stephanie Marlin-Curiel volunteered as Recording Secretary
 Scott Samenfeld volunteered to serve as Vice Chair
 Nora Mann volunteered as Chair pending approval of the Attorney General's office where she is employed
 *Barbara Costa volunteered to be Chair if Nora's office does not approve her position

ITEM 2: Meeting Schedule

More frequent meetings in the beginning were considered in case there was anything to prepare for Town Meeting, but as the warrant article deadline is past and Adam told us we do not have to go through an approval process in order to set up an account through the town, it was determined that a once a month meeting schedule would be sufficient even at the beginning.

1st Thursday of the month at 7:30pm is preference

Adam will check the town calendar and room availability
 Mr. Chaput offered to contact Ruth Lewis, Town Controller to set up an account to cover future financial activities.

ITEM 3: Document distribution

Shared documents will either be sent to the town to be distributed by Eileen or distributed through Google docs/Google groups. We will determine what seems appropriate as needed.

ITEM 4: Defining the Organization to the Public

Arlington Cultural Commission Name change

We will need a warrant article to change this name in order to avoid confusion with the Arlington Cultural Council. This must wait until next year. Until then, we can use a "doing business by" name.

Mission Statement

Needs to have both aspirational and operational objectives. What do we want to do and how are we going to do it. Are we a generative organization or a receptive and approving organization? Part of the bylaw states that we are charged with coming up with a Cultural Plan, which makes us a visionary, generative organization. We also see ourselves as

an umbrella, a coordinator or efforts of other organizations and stakeholders, and a way paver to make things possible in the town that may not have been before. We will look at article 8 as a starting point

Organizational Chart or Map

We need to figure out our relationship to the other organizations in town and make sure that there are systemized lines of communication. We should know what is happening with all culturally driven projects or activities at all times by all organizations. Possibly convene a meeting of orgs to come up with system and determine needs. Possibly set up art cultural calendar in the future. Possible website.

We discussed the potential of using an outside consultant to assist us in developing an appropriate relationship with other cultural organizations in the town.

Board of Advisors

We will need to set this up over time as well

At the next meeting, we will:

- 1) Compile list of the stakeholders (includes media) in our town;
- 2) Compile a list of comparable towns, even beyond Massachusetts, to research models of Cultural Plans, activities, and mission statements of other Cultural Commissions
- 3) Begin a draft of the mission statement, but take our time developing it

Action before next meeting:

- 1) Stephanie will bring in a list of arts orgs and non-profits in town,
- 2) We will gather the reports from other arts organizations; i.e. Arlington Alive report (Stephanie), Vision 20/20 (?), Report from the Master Planning Committee (?), others we can think of
- 3) Scott and anyone else inspired will bring in a draft of a brief 2 or 3 sentence mission statement as a starting point. Roly will bring in the ATED mission statement to ensure that ours is distinguishable from theirs

Goal: Prepare a brief report to the Board of Selectmen and to Town Meeting notifying them that we have completed Preliminary setup procedures and will submit a complete report describing our plans in six months.

ITEM 5: TO-DO's

- 1) Joe Curro's Assignment to put underutilized public spaces to cultural use; i.e. street performance and to research how other towns determine and establish the uses of such space

Action: Begin to look at the town with an eye for potential underutilized public space.

- 2) Request from Carol Kowalski to follow up with Punjab Tadka restaurant about their interest in putting together a Cinco de Mayo event on the Jefferson Cutter lawn. Since we are not yet in a position to give much support, promotional or otherwise, especially given the tight timeline, the request was given to Roly to take to ATED.

Meeting Adjourned: 7:35pm

Next Meeting: Thursday, April 4, 7:30pm, Town Hall Annex 2nd Floor Conference Room (To be confirmed by Adam Chapdelaine)

Respectfully submitted by Stephanie Marlin-Curiel, Recording Secretary

