



Arlington Commission for Arts & Culture

Date: Wednesday, May 27, 2020

Time: 7:00-8:45p

Location via Zoom: Conducted by remote participation

Agenda

1. Attendance, Remotely Conducted Open Meeting Ground Rules 7:00-7:20p
2. Approval of March minutes 7:20-7:25p
3. Election: Jeff Timperi 7:25-7:30p
4. Program Update 7:30-7:50p
5. Grants Committee Update 7:50-7:55p
7. Fundraising Update and Budget Report 7:55-8:15p
8. New Business 8:15-8:45p

Join Zoom Meeting

<https://zoom.us/j/97520092866>

Meeting ID: 975 2009 2866

One tap mobile

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OFFICE OF THE GOVERNOR
COMMONWEALTH OF MASSACHUSETTS
STATE HOUSE • BOSTON, MA 02133
(617) 725-4000

CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

**ORDER SUSPENDING CERTAIN PROVISIONS
OF THE OPEN MEETING LAW, G. L. c. 30A, § 20**

WHEREAS, on March 10, 2020, I, Charles D. Baker, Governor of the Commonwealth of Massachusetts, acting pursuant to the powers provided by Chapter 639 of the Acts of 1950 and Section 2A of Chapter 17 of the General Laws, declared that there now exists in the Commonwealth of Massachusetts a state of emergency due to the outbreak of the 2019 novel Coronavirus (“COVID-19”); and

WHEREAS, many important functions of State and Local Government are executed by “public bodies,” as that term is defined in G. L. c. 30A, § 18, in meetings that are open to the public, consistent with the requirements of law and sound public policy and in order to ensure active public engagement with, contribution to, and oversight of the functions of government; and

WHEREAS, both the Federal Centers for Disease Control and Prevention (“CDC”) and the Massachusetts Department of Public Health (“DPH”) have advised residents to take extra measures to put distance between themselves and other people to further reduce the risk of being exposed to COVID-19. Additionally, the CDC and DPH have advised high-risk individuals, including people over the age of 60, anyone with underlying health conditions or a weakened immune system, and pregnant women, to avoid large gatherings.

WHEREAS, sections 7, 8, and 8A of Chapter 639 of the Acts of 1950 authorize the Governor, during the effective period of a declared emergency, to exercise authority over public assemblages as necessary to protect the health and safety of persons; and

WHEREAS, low-cost telephone, social media, and other internet-based technologies are currently available that will permit the convening of a public body through virtual means and allow real-time public access to the activities of the public body; and

WHEREAS section 20 of chapter 30A and implementing regulations issued by the Attorney General currently authorize remote participation by members of a public body, subject to certain limitations;

NOW THEREFORE, I hereby order the following:

(1) A public body, as defined in section 18 of chapter 30A of the General Laws, is hereby relieved from the requirement of section 20 of chapter 30A that it conduct its meetings in a public place that is open and physically accessible to the public, provided that the public body makes provision to ensure public access to the deliberations of the public body for interested members of the public through adequate, alternative means.

Adequate, alternative means of public access shall mean measures that provide transparency and permit timely and effective public access to the deliberations of the public body. Such means may include, without limitation, providing public access through telephone, internet, or satellite enabled audio or video conferencing or any other technology that enables the public to clearly follow the proceedings of the public body while those activities are occurring. Where allowance for active, real-time participation by members of the public is a specific requirement of a general or special law or regulation, or a local ordinance or by-law, pursuant to which the proceeding is conducted, any alternative means of public access must provide for such participation.

A municipal public body that for reasons of economic hardship and despite best efforts is unable to provide alternative means of public access that will enable the public to follow the proceedings of the municipal public body as those activities are occurring in real time may instead post on its municipal website a full and complete transcript, recording, or other comprehensive record of the proceedings as soon as practicable upon conclusion of the proceedings. This paragraph shall not apply to proceedings that are conducted pursuant to a general or special law or regulation, or a local ordinance or by-law, that requires allowance for active participation by members of the public.

A public body must offer its selected alternative means of access to its proceedings without subscription, toll, or similar charge to the public.

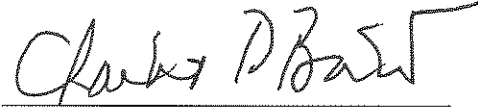
(2) Public bodies are hereby authorized to allow remote participation by all members in any meeting of the public body. The requirement that a quorum of the body and the chair be physically present at a specified meeting location, as provided in G. L. c. 30A, § 20(d) and in 940 CMR 29.10(4)(b), is hereby suspended.

(3) A public body that elects to conduct its proceedings under the relief provided in sections (1) or (2) above shall ensure that any party entitled or required to appear before it shall be able to do so through remote means, as if the party were a member of the public body and participating remotely as provided in section (2).

(4) All other provisions of sections 18 to 25 of chapter 30A and the Attorney General's implementing regulations shall otherwise remain unchanged and fully applicable to the activities of public bodies.

This Order is effective immediately and shall remain in effect until rescinded or until the State of Emergency is terminated, whichever happens first.

Given in Boston at 6:40 PM this 12th day of
March, two thousand and twenty.

A handwritten signature in cursive script, reading "Charles D. Baker". The signature is written in dark ink and is positioned above a horizontal line.

CHARLES D. BAKER
GOVERNOR
Commonwealth of Massachusetts



Arlington Commission for Arts & Culture

Date: March 5, 2020
Time: 7:00-9:00p
Location: ACA Gallery

Minutes

Attending: Cristin Canterbury Bagnall, Steve Poltorzycki, Anelise Ruggles, Stewart Ikeda, Adria Arch, Andrea Nicolay, Lidia Kenig-Scher, Stephanie Marlin-Curiel, Tom Formicola, and Kimberley Harding

Guests: Ali Carter, Terry Holt, and Cecily Miller

Absent: Tom Davison and Beth Locke

Meeting called to order at 7:04pm

Approval of February minutes

Minutes unanimously approved.

Sustainable Transportation

- Ali gave a report on the town's current plan to evaluate Arlington's current transportation needs and areas of improvement and sustainability
- Several focus groups will be assembled. Ali is facilitating the "Business and Culture" Focus Group. She is still looking for participants.
- Side note - Regional Data Arts Indices project is happening! Boston, Franklin, Beverly, and Arlington will all be meeting together to begin the Data Arts project this spring

Grants Committee Transition and Update

- This will be Kimberley's last meeting as a member of ACAC. The Grants Committee will vote for the new chair of the committee – Jeff Timperi will most likely be voted the new chair
- 4 new potential members will be attending their meeting next Monday
- Grant writing workshop will be happening Thursday, March 12
- The dormant ACC website needs to be redirected to artsarlington.org or MCC should be notified that the URL needs to be updated

Budget Report

- The presentation to the Finance Committee was very successful and our level funding request was approved!
- The vote was unanimous by the Finance Committee and questions from them were limited to clarifying questions based on the presentation
- There was a great showing of support from ACAC commissioners, ATED members, and town officials
- Great teamwork and collaboration from Steve, Cristin, and Stewart!
- We are currently $\frac{3}{4}$ through the current fiscal year. Steve made an appeal to the committee chairs to provide reports on remaining spending for our final quarter of FY20
- We will begin the discussion of FY21's budget in April

Fundraising Report

- A new version of the Sponsorship Benefits List was distributed to commissioners. We currently have over \$2,000 committed in sponsorships.
- The Commission conducted a brainstorming session of potential sponsor opportunities and leads
- A group of commissioners will attend the Chamber of Commerce dinner on Tuesday, March 24 at 5:30pm
- There were suggestions made for local businesses who may be interested in giving cash sponsorship, but also entities who may be interested in providing resources, in-kind donations, and "percentage days" at retail levels
- A suggestion was made to add a higher tier level that allows donors to "build their own benefits package"
- There was a discussion around hiring a fundraising consultant to join us in efforts to develop a fundraising plan. This relationship would not be put in place until FY21

Marketing Committee Report

- Stewart gave an updated report on the Marketing Committee progress on the updates to our website audit
- They haven't received as much feedback as they were hoping, so Stewart will be approaching committees individually to have direct discussions around needs that they have for the site and updates that could impact that.
- An appeal was made to everyone to continue to engage local artists and businesses/entities to add themselves to our site
- A Marketing Committee meeting will be called to gather soon
- Signage – there is an important need for consistent signage at events and in advance of events to promote
 - Standardizing the signage so we're not relying on designers for every single event is important. A question was raised about having a designer create a standard template kit that can be updated event-to-event

- A request was made to determine where the information on official pantone colors exist so we can consistently apply the ACAC brand to any designs that are made by members of the committee

Community Engagement Committee Report

- Adria presented a report from Tom D regarding the bylaw amendment proposal he is assembling. He is requesting support from the Rec Dept in presenting this to Town Meeting. Tom met with the Select Board and they are unanimously supportive of amending this bylaw to allow sales of art & music, as well as hold Live Arts in parks
- A discussion on Feast of the East was had around its new status and the opportunities for reformation
 - Brainstorming session on formats to consider for the future
 - Convening with ACD, Cecily, and Capitol Square business owners to discuss options
- Volunteer Fair
 - 16 organizations are participating, plus ACAC and the Chamber of Commerce
 - Some details of event logistics were discussed and tasks were assigned
 - Unsure on estimated attendance by potential volunteers, but it has been well distributed within the community to schools, Council on Aging, and the Chamber of Commerce network
- Steven Ratiner
 - Red Envelope project – self addressing 1,500 envelopes, Red Letter Poems. He will be randomly selecting residents of Arlington to distribute 8 different poems.
 - Needs access to bulk mail permit
 - Stewart has discovered guidelines for Poet Laureate selection and it was determined that ACAC is supposed to have a seat on the selection committee.
- Michelle Lougee Report
 - 2 workshops have happened this winter so far – both were attended by 35 people each. 10 people attended the Council on Aging one
 - Science Expo at Thompson school – Cecily and Michelle participated in the Thompson Science Fair and Michelle visited the art classes at Thompson as well
 - We will have a table at EcoFest
 - Several workshops are scheduled in March

New Business

- Potential relationship with Menotomy Manor
- Chairful promo – needed

Meeting adjourned at 9:15pm

ACAC UPDATES

MAY 2020

WHAT IS ACAC DOING/WHAT HAS ACAC DONE DURING PHYSICAL DISTANCING?

ACAC Newsletters: Still soliciting virtual exhibitions, performances, and instruction, and encouraging people to update ArtsBoston calendar events as well; very few have responded. May accelerate to bi-monthly for now, as means to stay connected and deliver town safety and artist relief messages.

Acting as a Resource for the Town Cristin and Stewart have been in regular contact with Kelly Lynema, Senior Planner at DPCD, as the Town's COVID-19 response evolves over time. Cecily is advising the DPW on a construction project at the Reservoir. Beth, Tom F., and Cristin are part of the Economic Recovery Task Force that Ali and Jenny have convened as Arlington reopens. Stewart acted as a liaison to the town during the development of the Arlington Service Station Covid-19 Masks Project (see below).

ACMi Partnership: Discussions underway regarding resuming video partnership, beginning with Lougee videos, but not limited to them. Seeking ACMi interns to assist with post-production of ArtsArlington-branded videos.

Arlington Service Station Covid-19 Masks Project: Owner Abe Salhi has again partnered with artist Johnny Lapham to create an impactful installation at the Mass Ave station. Two giant-scale banners in the shape of face masks thank front-line workers and share the town's safety message, accompanied by an assortment of oversized artfully crafted masks reminiscent of Tibetan prayer flags.

#ArtWeekAtHome: ACAC encouraged artists to share what they've created through [#ArtWeekAtHome](#) and #ArtsArlington hashtag campaign.

East Arlington Business Cooperative: Sarah Morgan-Wu shared a very helpful draft document clarifying for business owners the roles of ACAC, ACD Managing Partnership, MCC and ATED and how they relate to East Arlington businesses. They were to discuss Feast of the East. This remains draft, coming a day after state of emergency.

Fox Festival & The Epic Adventures of Fox and Owl: Families will be invited to create at-home puppet shows and contribute short video "adventures" using 2 downloadable paper puppets (illustrations by Kari Percival). We are building a webpage to support this at-home activity with videos and resource links; videos include how-tos, inspirational examples, and education about urban wildlife created with Arlington Animal Control Officer Diane Welch. Our goal is to compile submissions into a "Fox & Owl Tiny Film Festival", but a simpler activity is encouraged for younger kids: making window artwork with the puppets and a message. We'd like to encourage Town Leaders to make videos (20 seconds to a minute) with Fox and Owl. Partners include: Libraries (zoom workshop and other elements in the works); ACMi (adult members are making videos); Green Teams (Ottoson team are making a PSA); ACA (workshop planning in process). Have also contacted Arlington International Film Festival. When website is available we hope to do outreach to Thompson, Hardy, and other Arlington schools.

Pathways: new Christopher Frost installation on the Bikeway: We asked Christopher to make repairs to Colony so that it could remain on exhibition for another year and, at the same time, to create a smaller companion piece. Christopher built and installed similar structure on the Bikeway at Lake Street; he asked a friend to paint a bird on the side of one of the structures.

Pathways: Michelle Lougee Artist-in-Residency: Cecily has been staying in touch with participants via a google group, FB group, and email correspondence; we have also held 2 zoom meet-ups. Some folks are still working at home; Michelle has dropped off pre-pandemic supplies and picked up completed components. Cecily and Michelle created an excellent series of videos; a webpage on ArtsArlington with these and other resources is in process (videos to be hosted on ACMI's YouTube channel). Michelle has begun adding wire infrastructure to components and assembly into larger sculpture; she feels she is on course for a July installation (pending Town/Health Department approval). Arborist assistance will be necessary. Cecily is exploring educational signage which could be researched by Green Team or other youth/adult groups.

Other Pathways Updates: Walking Poetry: Adria Arch and Jessie Brown have developed 2 poems for public installation. They are mounted on simple metal stake signs, with words on one side and graphics on the other. Cecily is exploring posting them along the Bikeway west of Uncle Sam Plaza for a month or two this summer. Cecily is in conversation with Nilou Moochhala about finding a way to integrate her "Covid 19" meditative drawings into an installation planned for public space along the bikeway or elsewhere.

New ArtsArlingtonCreates Facebook Group: Launched at [FB.com/groups/artsarlington](https://www.facebook.com/groups/artsarlington) initially for closed discussion of Plarn project, but usable for other future ACAC initiatives.

Poet Laureate: Steven Ratiner has been circulating his series of [weekly "Red Letter Poems"](#) to good impact through the networks of partners including the Arlington Commission for Arts and Culture, the Arlington Center for the Arts, the Robbins Library, and the Arlington International Film Festival, and the PL's own growing email list, as well as social media sharing. ACAC is required to appoint by majority vote a representative to the Poet Laureate selection committee.

Youth Banner Update: The banners are complete and have been approved by the Select Board for installation, but as the DPW is working with a skeleton crew installation has been delayed. Installation is now planned for June, after the AHS graduation banners come down. A note went out to all participants and winners updating them on what's going on.

WHAT HAS ACAC CANCELLED OR POSTPONED?

Grants Committee Reception

Chamber of Commerce Networking Event featuring ACAC

All Artist-in-Residence in person workshops and meet-ups

All Live Arts performances

Craftivist Yard Sale

Chairful - to be held live or virtually in the Fall

Garage Band

FY20 Budget : ACAC Summary							
April 28, 2020							
REVENUE		FY20 Current Budget	FY20 YTD Actuals	FY20 Funds to Be Raised	FY19 Actuals	FY 20 Budget Var. from FY19 Actual	Comments
	Public Art Fund (previously raised fund)	\$5,000	\$5,000	\$0		\$5,000	
	Individual Donations	\$6,500	\$7,855	-\$1,355	\$5,000	\$1,500	Includes \$5,000 for Youth Banner
	Business Donations	\$2,563	\$2,563	\$0	\$1,500	\$1,063	Originally budgeted at \$5,616
	Fundraisers	\$0	\$0	\$0	\$2,200	-\$2,200	Chairful, house parties; originally budgeted at \$4,500
	Grants	\$9,500	\$2,500	\$7,000	\$6,500	\$3,000	\$8,500 MCC; \$1,000 LCC grants (CD grant, MCC for Lougee, Fair Saturday); only \$2,500 from MCC in hand
	Non-Profit Org Donations	\$6,000	\$7,275	-\$1,275	\$2,500	\$3,500	
	Town	\$35,000	\$35,000	\$0	\$40,000	-\$5,000	
	TOTAL REVENUE	\$64,563	\$60,193	\$4,370	\$57,700	\$6,863	
EXPENSES		FY20 Current Budget	FY20 YTD Actuals	FY20 Variance from Budget			Comments
Programs	Programming - Garage Band I and II	\$1,967	\$1,967	\$0			\$250 to be added to actuals from Public Art Fund; originally budgeted at \$5,000
	Live Arts	\$263	\$263	\$0			Originally budgeted at \$3,000
	Artist in Residence	\$9,325	\$5,915	\$3,410	\$0		
	Public Art Artist Fees	\$5,000	\$7,166	-\$2,166			includes \$1,000 in proposal development artist fees, Leslie Wilcox, Christopher Frost, DPW recycling box
	Pubic Art Curation	\$15,000	\$12,600	\$2,400			
	Youth Banner	\$5,000	\$1,925	\$3,075			paid for by individual donor reflected above
	Fox Festival	\$4,200	\$0	\$4,200			
	Walking Tour	\$5,000	\$0	\$5,000			paid for by CD grant
	Public events	\$650	\$1,140	-\$490			Pathways and Town Day; originally budgeted at \$1,150
	Plein Air Painting	\$0	\$0	\$0			Originally budgeted at \$1,000
	Total Programs	\$46,405	\$30,975	\$15,430			
Website	Total Website	\$2,600	\$0	\$2,600			Arts Boston, domain, web maintenance
Marketing	Consultant	\$6,780	\$5,140	\$1,640			Originally budgeted at \$7,200
	Publicity	\$700	\$1,065	-\$365			
	Total Marketing	\$7,480	\$6,205	\$1,275			
Supplies	Total Supplies	\$100	\$100	\$0			PO at Playtime; originally budgeted at \$1,025
Meetings	Total Meetings	\$327	\$327	\$0			Originally budgeted at \$750
Poet Laureate	Total Poet Laureate	\$500	\$0	\$500			
Fundraising	Total Fundraising	\$125	\$134	\$125			Originally budgeted at \$1,300
	TOTAL EXPENSES	\$57,537	\$37,741	\$19,930			