

Town of Putnam	
Arts Council – Meeting Minutes	
Meeting Room 112	
Monday, May 22nd, 5:30 PM	
Join Zoom Meeting https://us06web.zoom.us/j/88010599734?pwd=L2loSEFzREdqaXd1eYzYlYvc1VTdz09	
	Chairman opened the meeting at 5:46pm
1. Roll Call	ECD Director Carly DeLuca, Chair David Sullivan, Vice-Chair Laura Moorehead, Members: Karen Osbrey, Beth Johnston, Julie Reid, Jamie Soroka, Elaine Turner, and Recording Secretary Jackie Lefevre. Carly announced Kat Dunton Farnsworth has submitted her letter of resignation. Absent: Anthony Foronda
2. Approval of Meeting Minutes*	i. May 8th: Karen motioned to approve the May 8th meeting minutes, seconded by Elaine, motion passed.
3. Reporting of Expenditures	Carly reported a total of \$3,800 in revenue from artists fees. Carly shared funding toward advertising has been encumbered in the PRA/ECD FY 22/23 advertising budgets. Sponsorships from Byrnes Agency, Putnam Area Foundation, Sawmill Pottery, and NE Art Guild received.
4. New Business	i. Fine Arts and Crafts Festival a. Accepted Artists: 47 have been confirmed. b. Insurance Agreement: Artists did not sign the insurance agreement ahead of time. It will be sent out via email to be signed prior to setup. c. Event Permit: Carly showed the permit for the event that was passed by the BOS on May 15th. d. Sponsorships: Elaine expressed the Art Guild is interested in having a booth member artwork and plein air at the event. Consensus agreed. e. Marketing: Sponsors will be on all marketing materials, QR Codes will also be included. Laura presented costs as shown in the packet with info as to ad duration and printing decisions. Discussion ensued on placement of posters. Carly to ask Recreation Dept about space in community kiosks, volunteers to drive them around etc. Laura to complete press release by end of this week. f. Exhibitor Guide & Map: Karen working on a letter to send out ahead of time. The guide will contain a list of local restaurants/eateries-links to each website will be included. Map: Fire Marshall suggested there should be one open booth space between vendors in the center. Placement of food vendors, the way to face the vendor booths etc. were discussed. Consensus to face vendors toward music stage, food vendors to be placed near music stage. David anticipates the completion of the map by May 24th. g. Volunteers: Young Marines available for Saturday morning. h. Food: As presented in packet. Karen will follow up to receive certificates of insurance. i. Music: Music schedule is all set. Carly waiting on receipt of one musician agreement from Lori Silvia. j. Exit Survey: David and Laura suggested creating an exit survey to gain knowledge of what marketing is most effective. David took ideas for questions.
5. Old Business	i. Corridor Gallery: a. Steve Veilleux photography- July-Sept: Laura has emailed Steve reminding him of the dates to set up. i. Walktober: Kristi Lynn reached out to ask who should enter us into TLGV registry for Walktober. Carly to submit.
6. Public Participation	None
7. Adjournment*	Beth motioned to adjourn, seconded by Karen, ayes have it, motion approved. The meeting adjourned at 6:55 pm.

