

Town of Putnam	
Arts Council – Special Meeting	
Community Room 112	
Monday, June 5 th , 5:30 PM	
Join Zoom Meeting: https://us06web.zoom.us/j/84904166310?pwd=ckhkbkZHNnpYQjB2bjlHU2JuR2hQdz09 Meeting ID: 849 0416 6310 Passcode: 6XuSn6	
1. Roll Call	
2. Approval of Meeting Minutes*	
	i. May 22 nd
3. Reporting of Expenditures	
4. New Business	
	i. Fine Arts and Crafts Festival a. Accepted Artists b. Registration c. Timeline d. Sponsorship e. Marketing f. Exhibitor Guide g. Green Map h. Volunteers i. Food j. Music k. Exit Survey
5. Public Participation	
6. Adjournment*	

*Vote Required

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.

Expenditure Report

2872. Special Fund

1	2872.00.0000.10200.00000	Cash Balance for Fund	ASSET	✓		\$0.00	\$12,121.03	(\$12,121.03)	\$0.00
2	2872.00.0000.20200.00000	Accounts Payable	LIABILITY	✓		\$0.00	\$0.00	\$0.00	\$0.00
3	2872.00.0000.34000.00000	Fund Balance - Unassigned	FUND BALANCE	✓		\$0.00	(\$0.00)	\$0.00	\$0.00
4	2872.00.0000.49100.00000	Interfund Transfers	REVENUE	✓		\$0.00	(\$3,398.70)	\$3,398.70	\$0.00
5	2872.00.0000.59900.00000	Fund Transfers Out	EXPENDITURE	✓		\$0.00	\$0.00	\$0.00	\$0.00
6	2872.41.4173.10200.00000	Arts Council Fund Balance	ASSET	✓		\$0.00	\$0.00	\$0.00	\$0.00
7	2872.41.4173.20200.00000	Arts Council AP	LIABILITY	✓		\$0.00	\$0.00	\$0.00	\$0.00
8	2872.41.4173.44867.00000	Arts Council Revenues	REVENUE	✓		\$0.00	(\$8,722.33)	\$8,722.33	\$0.00
9	2872.41.4173.56100.00000	Arts Council Expenses	EXPENDITURE	✓		\$0.00	\$0.00	\$0.00	\$269.71

1005. General Fund

Account Code	Type	Description
1005.44.4499.58250.10140	EXPENDITURE	Arts Council

YEAR TO DATE TOTALS

Budget	\$1,200.00	Encumbrance	\$490.00	Pre Encumbrance	\$0.00
Opening Balance	\$0.00	Budget Balance	\$3.16	Pending Invoices	\$0.00
YTD Transactions	\$706.84	Uncommitted Budget Balance	\$3.16		
Unexpended Balance	\$493.16				

Entry Date

Apply

Clear

TRANSACTION JOURNAL

BUDGET JOURNAL

PURCHASE ENCUMBRANCE

PAYROLL ENCUMBRANCE

NOTES

	Date	Account	Line Memo	Balance	Debit	Credit	JE Number	Line	Re
1	01/10/2023	1005.44.4499.58250.1014	Carly PCard, Wix.com, website for art council	\$204.19	\$204.19	\$0.00	2882	1	
2	02/14/2023	1005.44.4499.58250.1014	Carly PCard, WESTAF, artist application	\$475.00	\$475.00	\$0.00	3378	1	
3	03/07/2023	1005.44.4499.58250.1014	Arts Council - Reimbursement for purchase of black	\$27.65	\$27.65	\$0.00	3624	52	

Putnam Fine Arts & Crafts Festival

2023

Expenses		
Wix	\$	200
CaFe	\$	500
Restrooms (Maintenance)	\$	400
Advertising	\$	1,421
Musician	\$	1,200
Printing	\$	365
Banners	\$	270
Recreation (Overnight)	\$	266
total		\$ 4,622

Revenue		
Artist Fee	\$	3,852
Application Fee	\$	368
Sponsorship		
PAF	\$	1,500
Art Guild	\$	1,000
Sawmill Pottery	\$	500
Byrnes Agency	\$	1,500
total		\$ 8,720

Static		
Application Fee	\$	8.00
Booth Fee	\$	100.00
# of Artists		44
# of Vendors		4

Revenue - Expenses	\$ 4,098
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Paid/Received

Fine Arts & Crafts Festival

Booth Payments

Date: May 22nd, 2023

Deposit to Account # 2872.41.4173.44867. Arts Council Revenues

	Name:	Company: (if different)	Amount:
1	Real Carpentier		\$96.02
2	Jamie Muller		\$96.02
3	Jeffrey Payette		\$96.02
4	Rhiannon Mancini Satalino	The Nomads Garden Tea Co	\$96.02
5	Deb Terrilli	Debs Designs	\$96.02
6	Lisa Hayden	Melted Theory Art	\$96.02
7	Jeremy Schilling		\$96.02
8	Nancy Nielsen		\$96.02
9	Kathleen Mittan	K Mittan Fine Art	\$96.02
		Total:	= \$864.18

Submitted April 17th, 2023

	Name:	Company: (if different)	Amount:
10	Anita Bevans	Moonlight Jewelry	\$96.02

Submitted April 25th, 2023

	Name:	Company: (if different)	Amount:
11	Sherri Snyder		\$96.02
12	Melanie Wulforst	MJW Ceramics	\$96.02
13	Julia Kneeland		\$96.02
14	Dennis Stuart		\$96.02
15	Jennifer Atwood	Jen's Charcoal Drawings	\$96.02
16	James Hopkins	Perlerescent Designs and Crafts	\$96.02
17	Heidi LeFlesh	Adelaide Designs Co.	\$96.02
18	Pamela Lee		\$96.02
19	Alison Ciarlante		\$96.02
		Total:	= \$864.18

Submitted May 8th, 2023

	Name:	Company: (if different)	Amount:
20	Jennifer LaRosa Hicks	Fruitcake Designs	\$96.02
21	Louise Pigott		\$96.02
22	Michelle Norman		\$96.02
23	Patty Rossignol		\$96.02
24	Diane Heilig		\$96.02
25	Frances Ann Scullin		\$96.02
26	Alla Markelova		\$96.02
27	Vanessa Green		\$96.02
		Total:	= \$768.16

Submitted May 15th, 2023

	Name:	Company: (if different)	Amount:
28	Matthew Finger		\$96.02
29	Deborah Ginter		\$96.02
30	Kathleen Smith		\$96.02
31	Betsy Reid		\$96.02
32	Grace Shultz		\$96.02
33	Kristin Gigliotti		\$96.02
34	Marc Glaude		\$96.02
35	Jennifer Kindl		\$96.02
36	Marcia Nelson		\$96.02
37	Angeloni Carmine		\$96.02
		Total:	= \$960.20

Submitted May 22nd, 2023

	Name:	Company: (if different)	Amount:
38	Louise Pigott		-\$96.51
		REFUND:	=\$-96.51

Submitted May 24th, 2023

	Name:	Company: (if different)	Amount:
39	Mackenzie Silk		\$96.02

Submitted May 26th, 2023

Total: \$3,552.25

Respectfully Submitted by Carly DeLuca

Putnam Fine Arts & Crafts Fair

	First	Last	Discipline	Insurance	Booth
1	Joshua	Adams	Drawing	x	40
2	Carmine	Angeloni	Photography	x	5
3	Jennifer	Atwood	Drawing		26
4	Anita	Bevans	Jewelry	x	28
4	Jeffrey	Blazejovsky	Painting		
5	Real	Carpentier	Paper	x	19
6	Alison	Ciarlante	Painting	x	31
6	Elizabeth	Courtney	Painting		
7	Matthew	Finger	Mixed Media	x	12
8	Kristin	Fischer	Jewelry	x	2
9	Deborah	Ginter	Ceramics		23
10	Marc	Glaude	Other		16
11	Gary	Gosselin	Woodworking		1
12	Vanessa	Green	Painting		36
13	Lisa	Hayden	Painting		8
14	James	Hopkins	Other	x	14
15	Richard	Huoppi	Other	x	43
16	Beth	Johnston	Painting	x	10
17	Jennifer	Kindl	Mixed Media		25
18	Julia	Kneeland	Other		29
19	Heidi	LaFlesh	Jewelry	x	37
20	Jennifer	LaRosa Hicks	Jewelry		13
	Pamela	Lee	Fiber/Painting		21
21	Anna	Mancini	Jewelry	x	31
22	Rhiannon	Mancini Satalino	Other		32
23	Alla	Markelova	Painting		42
24	Jake	Mcquark	Painting		15
25	Dan	Merlo	Woodworking		30
26	Kathleen	Mittan	Painting		22
27	Laura	Moorehead	Painting		39
28	Jamie	Muller	Painting		45
29	Marci	Nelson	Painting		34
30	Nancy	Nielsen	Photography	x	9
28	Michele	Norman	Mixed Media		18
31	Jeffrey	Payette	Photography	x	35
32	Louise	Pigott	Painting		
33	Diane	Raeke Heiling	Painting		3
34	Betsy	Reid	Folk-art	x	20
35	Patty	Rossignol	Mixed Media	x	38
36	Jeremy	Schilling	Painting		11
37	Grace	Schultz	Fiber		41

38	Frances	Scullin	Jewelry		44
39	Mackenzie	Silk	Painting	x	24
40	Kathleen	Smith	Paper	x	4
41	Sherri	Snyder	Painting		6
42	Dennis	Stuart	Painting	x	27
43	Deb	Terilli	Jewelry	x	7
44	Heather	Viverios	Ceramics		33
45	Melaine	Wulforst	Ceramics	x	17

Sponsor Booths

	Name	Insurance
1	The Last Green Valley	x
2	Sawmill Pottery	x
3	Art Guild Northeast	

Event Timeline

6/12/2023 Monday	<i>Morning</i> <i>5:30pm</i>	Cut grass Initial booth mark Meeting
6/14/2023 Wednesday		Get vests from TLGV Print off all products: artist packets, volunteer tags, maps
6/15/2023 Thursday		Mark booth corners Bring over risers, tents, trash cans Put up signage
6/16/2023 Friday	<i>Morning</i> <i>3pm - 7pm</i>	Touch up mark for booths Set up registration tent, tables, booth Block off food vendor, music spots Set up artist parking area Artists set up
6/17/2023 Saturday	<i>7am - 10am</i> <i>8am - 10am</i> <i>9am - 5pm</i> <i>8am - 4pm</i> <i>4pm - 5pm</i>	Artists set up Instruct parking attendants Brady and Nick, Gene Michael Malik Clean up
Overnight	<i>9am - 11pm</i> <i>11pm - 7am</i> <i>7am - 9am</i>	Brady Malik Arts Council volunteer needed
6/18/2023 Sunday	<i>9am - 10pm</i> <i>9am - 4pm</i> <i>4pm - 6pm</i> <i>4pm - 6pm</i>	Artists set up Gene and Jimbo Malik and Michael Clean up

Marketing Budget

	Cost	Payment Date	Payment Form
Facebook	\$ 180	6/18/2023	Reimbursement
Instagram Ads	\$ 75	5/20/2023	Reimbursement
Northstar Media LLC (Google Ads)	\$ 510	6/19/2023	Invoice
WINY*	\$ 500	6/17/2023	Invoice
Valley Breeze (Rhode Island)	\$ 356	5/29/2023	Reimbursement
Stonebridge Press (NECT & MA)	\$ 225	5/29/2023	Reimbursement
Shoppers Guide*	\$ 200	5/29/2023	Invoice
Putnam Town Crier	\$ 75	5/29/2023	Invoice
Chase Graphics**	\$ 365	5/29/2023	Invoice
eSigns.com	\$ 270	5/24/2023	Reimbursement

Total: \$ 2,756

*from General Fund ECD

**including \$376.78 credit

Putnam Fine Arts & Crafts FESTIVAL



1	Gary Gosselin
2	Kristin Fischer
3	Diane Raeke Healing
4	Kathleen Smith
5	Carmine Angeloni
6	Sherri Snyder
7	Deb Terilli
8	Lisa Hayden
9	Nancy Nielsen
10	Beth Johnston
11	Jeremy Schilling
12	Matthew Finger
13	Jennifer La Rosa Hicks
14	James Hopkins
15	Jake Mcqurk
16	Marc Glaude
17	Melaine Wufloerst
18	Michele Norman
19	Real Carpentier
20	Betsy Reid
21	Pamela Lee
22	Kathleen Mittan
23	Deborah Ginter

24	Mackenzie Silk
25	Jennifer Kindl
26	Jennifer Atwood
27	Dennis Stuart
28	Anita Bevans
29	Julia Kneeland
30	Dan Merlo
31	Alison Ciarlante, Anna Mancini
32	Rhiannon Mancini Sa talino
33	Heather Viverios
34	Marci Nelson
35	Jeffrey Payette
36	Vanessa Green
37	Heidi LaFlesh
38	Patty Rossignol
39	Laura Moorehead
40	Joshua Adans
41	Grace Schultz
42	Alla Markelova
43	Richard Huoppi
44	Frances Scullin
45	Jamie Muller

Volunteer Schedule & Assignments

Date	Time (3 hr shifts)	Tasks	#
6/16/2023	12:00pm - 3:00pm		5
Friday	3:00pm - 7:00pm	Help artists unload	10

6/17/2023	7:00am - 10:00am	Help artists unload, direct parking	15
Saturday	10:00am - 1:00pm		3-5
	1:00pm - 3:00pm		3-5
	3:00pm - 6:00pm	Clean up	3-5

6/18/2023	9:00am - 10:00pm		3-5
Sunday	10:00am - 1:00pm		3-5
	1:00pm - 3:00pm		3-5
	3:00pm - 6:00pm	Help artists pack up	10

Help includes:

Answering artists' questions

Watching booths for artists to take bathroom/food breaks

Distributing water bottles

Checking in artists

Food Schedule

Artist Amenities

Donation

coffee, donuts, water bottles

Henry's Diner

bagged lunches

Saturday

Joyful Eats

hot dogs

Main St. Gelato

gelato

Chubby Dog Coffee

Certificate of
Liability Generator?

x	x
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x	x
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Sunday

Grace Gourmet

burgers, nachos, water, soft drinks

Chubby Dog Coffee

	x
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Musician Schedule

Saturday

10am	<i>Mike Silvia</i>	W9	Signed
		X	X
	Mike is a local full time musician and a multinstrumentalist. He started playing out at 18. He is an accomplished songwriter and soloist. His solo style is full of classic ballads from the 60's on up. He is also in a local Gypsy jazz/New Orleans style band. His big band is called The Catnip Junkies and they have a CD out.		
12pm	<i>Lori Silvia</i>	X	
	Full time singer songwriter soloist who runs some awesome open mics near Putnam. She grew up in Lincoln, RI. She has been in the music business for over 40 years. Her solo style is Folk Blues, classic rock ballads and a little Reggae to put a smile on your face.		
2pm	<i>Leo Tremblay</i>	X	X
	Leo started his music career about 30 years ago. He loves to sing classic ballads from the 60's and 70's artist like James Taylor, Billy Joel and Harry Chapin along with his many originals. Leo is from Coventry, RI.		

Sunday

10am	<i>Neil Russel</i>	X	X
	Basement radio blends of classic and 90's rock sounds with modern alternative rock. Russel draws influences from artists like Paul McCartney, Led Zeppelin, The Black Crowes, Lindsey Buckingham, and Elvis Costello. Neil's vocals add power to creative melodies, mixing brutally honest lyricism with upbeat pop rock rhythms, effectively adding to the legacy of and contributing to the rebirth of rock.		
12pm	<i>Bill and Julie Reid</i>	X	X
	Bill and Julie have been playing music together for over 10 years. They met for the first time when she walked into an open mic that Bill was hosting. Wearing cowboy boots, hat and fringe buckskin jacket, she walked to the stage and asked the band to accompany her for one of her original songs. Everyone was charmed by her style and singing. They went on to form the Julie William's Band with their friend and local guitar legend Will Parquette. Two guys named William and Julie is why it's William's (not really her last name). Will passed several years ago, and Bill and Julie continue to play a blend of traditional and contemporary country, Americana, blues, bluegrass, folk-rock, and of course some of their original tunes as well. You can find Julie William's Band on Facebook, and don't forget the 's.		
2pm	<i>Brett and Lisa Brumby</i>	X	X
	Their harmonies are amazing. Lisa teaches high school in Massachusetts. Brett is a full time musician. They have a wide range of songs from Chris Stapelton to Chris Izach and Fleetwood Mac. They have several CD's out with their original music.		