

| Town of Putnam                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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| Arts Council – Special Meeting Minutes                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Meeting Room 112                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Monday, June 05, 2023, 5:30 PM                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Join Zoom Meeting:<br><a href="http://us06web.zoom.us/j/84904166310?pwd=ckhkbkZHNNpyQiB2bjIHU2JuR2hQdz09">http://us06web.zoom.us/j/84904166310?pwd=ckhkbkZHNNpyQiB2bjIHU2JuR2hQdz09</a> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|                                                                                                                                                                                         | Chairman opened the meeting at 5:40pm                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 1. Roll Call                                                                                                                                                                            | ECD Director Carly DeLuca, Chair David Sullivan, Members: Karen Osbrey, Beth Johnston, Julie Reid, Jamie Soroka, and via Zoom Recording Secretary Jackie Lefevre.<br>Absent: Anthony Foronda, Vice-Chair Laura Moorehead, and member Elaine Turner.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 2. Approval of Meeting Minutes*                                                                                                                                                         | i. May 22nd: No quorum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 3. Reporting of Expenditures                                                                                                                                                            | Carly reported on the Arts Council town and Special fund accounts. Additionally, she reported on the Arts and Crafts Festival revenue and expenses, to date, showing the numbers match.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 4. New Business                                                                                                                                                                         | i. Fine Arts and Crafts Festival <ul style="list-style-type: none"> <li>a. Accepted Artists: 45 have been confirmed. One artist had to back out due to health issues.</li> <li>b. Registration: registration of vendors will be by alphabetical order by last name. Name tags were discussed.</li> <li>c. Timeline: Each item on the timeline sheet, starting with the Monday prior to the event, was reviewed and discussed.</li> <li>d. Sponsorships: The event has four sponsors: NE Art Guild, Putnam Area Foundation, Sawmill Pottery and Byrnes Agency.</li> <li>e. Marketing: Laura sent out: radio ads, posters, digital ads, print ads, are all in place. Press release went out.</li> <li>f. Exhibitor Guide: Letter has been sent. Packet for arrival is being prepared.</li> <li>g. Green Map: Map demonstrating placement of vendors, food, and musicians, demonstrations, and information booths was renewed. Carly to print maps.</li> <li>h. Volunteers: Young Marines have volunteered to assist vendors unloading and set up on Saturday morning. Laura suggested asking a group from N.O.W to have additional volunteers in place for children. Town maintenance, Recreation Dept. crew and Arts Council members will also be on hand.</li> <li>i. Food: Karen confirmed for Saturday: Joyful Eats-hot dog cart, Main Street Gelato cart and Chubby Dog Coffee. Sunday: Grace Gourmet food truck and Chubby Dog Coffee.</li> <li>j. Music: Music schedule is all set. Julie requested tents over the music stages. Carly noted.</li> <li>k. Exit Survey: No update.</li> </ul> |
| 5. Public Participation                                                                                                                                                                 | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 6. Adjournment*                                                                                                                                                                         | Jaime motioned to adjourn, seconded by Karen, ayes have it, motion approved. The meeting adjourned at 6:18 pm.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |