

|                                                                                                                                                                                                                                             |                                                                                                                                                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Town of Putnam</b>                                                                                                                                                                                                                       |                                                                                                                                                                                    |
| <b>Arts Council – Special Meeting</b>                                                                                                                                                                                                       |                                                                                                                                                                                    |
| Community Room 112                                                                                                                                                                                                                          |                                                                                                                                                                                    |
| Monday, June 12 <sup>th</sup> , 5:30 PM                                                                                                                                                                                                     |                                                                                                                                                                                    |
| Join Zoom Meeting<br><a href="https://us06web.zoom.us/j/81493746129?pwd=OTZVNjJmektdGMGVQY3hJeUh2MGFzZz09">https://us06web.zoom.us/j/81493746129?pwd=OTZVNjJmektdGMGVQY3hJeUh2MGFzZz09</a><br>Meeting ID: 814 9374 6129<br>Passcode: qP08SR |                                                                                                                                                                                    |
| 1. Roll Call                                                                                                                                                                                                                                |                                                                                                                                                                                    |
| 2. Approval of Meeting Minutes*                                                                                                                                                                                                             |                                                                                                                                                                                    |
|                                                                                                                                                                                                                                             | i. May 22 <sup>nd</sup><br>ii. June 5 <sup>th</sup>                                                                                                                                |
| 3. Reporting of Expenditures                                                                                                                                                                                                                |                                                                                                                                                                                    |
| 4. New Business                                                                                                                                                                                                                             |                                                                                                                                                                                    |
|                                                                                                                                                                                                                                             | i. Fine Arts and Crafts Festival<br>a. Accepted Artists<br>b. Registration<br>c. Timeline<br>d. Marketing<br>e. Exhibitor Guide<br>f. Green Map<br>g. Volunteers<br>h. Exit Survey |
| 5. Old Business                                                                                                                                                                                                                             |                                                                                                                                                                                    |
|                                                                                                                                                                                                                                             | i. Corridor Gallery<br>ii. Walktober                                                                                                                                               |
| 6. Public Participation                                                                                                                                                                                                                     |                                                                                                                                                                                    |
| 7. Adjournment*                                                                                                                                                                                                                             |                                                                                                                                                                                    |

\*Vote Required

| 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

| Town of Putnam                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| Arts Council – Meeting Minutes                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Meeting Room 112                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Monday, May 22nd, 5:30 PM                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Join Zoom Meeting<br><a href="https://us06web.zoom.us/j/88010599734?pwd=L2loSEFzREdqaXd1eYzYlYvc1VTdz09">https://us06web.zoom.us/j/88010599734?pwd=L2loSEFzREdqaXd1eYzYlYvc1VTdz09</a> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                                                                                                                                                                        | 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 <ul style="list-style-type: none"> <li>a. Accepted Artists: 47 have been confirmed.</li> <li>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.</li> <li>c. Event Permit: Carly showed the permit for the event that was passed by the BOS on May 15<sup>th</sup>.</li> <li>d. Sponsorships: Elaine expressed the Art Guild is interested in having a booth member artwork and plein air at the event. Consensus agreed.</li> <li>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.</li> <li>f. Exhibitor Guide &amp; 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 24<sup>th</sup>.</li> <li>g. Volunteers: Young Marines available for Saturday morning.</li> <li>h. Food: As presented in packet. Karen will follow up to receive certificates of insurance.</li> <li>i. Music: Music schedule is all set. Carly waiting on receipt of one musician agreement from Lori Silvia.</li> <li>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.</li> </ul> |
| 5. Old Business                                                                                                                                                                        | i. Corridor Gallery: <ul style="list-style-type: none"> <li>a. Steve Veilleux photography- July-Sept: Laura has emailed Steve reminding him of the dates to set up.</li> </ul> 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  
1005.44.4499.58250.10140

Type  
EXPENDITURE

Description  
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      | \$ | 3,854    |
| Application Fee | \$ | 368      |
| Sponsorship     |    |          |
| PAF             | \$ | 1,500    |
| Art Guild       | \$ | 1,000    |
| Sawmill Pottery | \$ | 500      |
| Byrnes Agency   | \$ | 1,500    |
| total           |    | \$ 8,722 |

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

|                           |                 |
|---------------------------|-----------------|
| <b>Revenue - Expenses</b> | <b>\$ 4,100</b> |
|---------------------------|-----------------|

Paid/Received

## Putnam Fine Arts & Crafts Fair

|    | First     | Last          | Partner         | Studio Name                        | Discipline     | Insurance | Booth |
|----|-----------|---------------|-----------------|------------------------------------|----------------|-----------|-------|
| 1  | Gary      | Gosselin      | Monica Gosselin | Gosselin Wood Products             | Woodworking    |           | 1     |
| 2  | Kristin   | Fischer       |                 | Rose and Magnolia                  | Jewelry        | x         | 2     |
| 3  | Diane     | Raeke Heiling |                 | 4 Fishes Artwork                   | Painting       |           | 3     |
| 4  | Kathleen  | Smith         |                 | Build Your Own Bouquet             | Paper          | x         | 4     |
| 5  | Carmine   | Angeloni      | Sharon Weller   | C. L. Angeloni Photography         | Photography    | x         | 5     |
| 6  | Sherri    | Snyder        |                 | Art Inspired by Stillness          | Painting       |           | 6     |
| 7  | Deb       | Terilli       |                 | Deb's Designs                      | Jewelry        | x         | 7     |
| 8  | Lisa      | Hayden        |                 | Lisa Hayden Art                    | Painting       |           | 8     |
| 9  | Nancy     | Nielsen       |                 | Nansea Studio                      | Photography    | x         | 9     |
| 10 | Beth      | Johnston      |                 | Beth Johnston Fine Art             | Painting       | x         | 10    |
| 11 | Jeremy    | Schilling     |                 | Jeremy Schilling Fine Art          | Painting       | x         | 11    |
| 12 | Matthew   | Finger        |                 | Matthew Finger Studio              | Mixed Media    | x         | 12    |
| 13 | Jennifer  | LaRosa Hicks  |                 | Fruitcake Designs                  | Jewelry        | x         | 13    |
| 14 | James     | Hopkins       |                 | Perlerescent Designs               | Other          | x         | 14    |
| 15 | Jake      | McGurk        |                 |                                    | Painting       |           | 15    |
| 16 | Marc      | Glaude        |                 | Laurel Wood Farm                   | Other          |           | 16    |
| 17 | Melaine   | Wulforst      |                 | MJW Ceramics                       | Ceramics       | x         | 17    |
| 18 | Michele   | Norman        |                 | Michele Norman Art                 | Mixed Media    |           | 18    |
| 19 | Real      | Carpentier    |                 | Author                             | Paper          | x         | 19    |
| 20 | Betsy     | Reid          |                 | Elderberry Arts                    | Folk-art       | x         | 20    |
| 21 | Pamela    | Lee           |                 | Fluttering Wings                   | Fiber/Painting |           | 21    |
| 22 | Kathleen  | Mittan        |                 | KMittan Fine Art                   | Painting       |           | 22    |
| 23 | Deborah   | Ginter        |                 | Branch Out Studio                  | Ceramics       | x         | 23    |
| 24 | Mackenzie | Silk          |                 | Fenton's Illustrations             | Painting       | x         | 24    |
| 25 | Jennifer  | Kindl         | Buddy Auger     | Kindlsticks, Witchy Shopkeeper NPC | Mixed Media    |           | 25    |
| 26 | Jennifer  | Atwood        |                 | Jen's Charcoal Drawings            | Drawing        |           | 26    |
| 27 | Dennis    | Stuart        |                 |                                    | Painting       | x         | 27    |
| 28 | Anita     | Bevans        |                 | Moonlight Jewelry                  | Jewelry        | x         | 28    |
| 29 | Julia     | Kneeland      |                 | Author                             | Other          |           | 29    |

|    |          |                  |               |                          |             |   |    |
|----|----------|------------------|---------------|--------------------------|-------------|---|----|
| 30 | Dan      | Merlo            | Joanne Mann   | Rescued Wood             | Woodworking |   | 30 |
| 31 | Alison   | Ciarlante        |               | Innersasa                | Painting    | x | 31 |
| 32 | Anna     | Mancini          |               | Anna's Beaded Creation   | Jewelry     | x | 31 |
| 33 | Rhiannon | Mancini Satalino |               | The Nomads Garden Tea Co | Other       |   | 32 |
| 34 | Heather  | Viverios         |               | Alyce and Lee Pottery    | Ceramics    |   | 33 |
| 35 | Marci    | Nelson           |               | Marci Nelson Art         | Painting    | x | 34 |
| 36 | Jeffrey  | Payette          |               | Photography by Ffej      | Photography | x | 35 |
| 37 | Vanessa  | Green            |               | Vanessa Rose Green       | Painting    | x | 36 |
| 38 | Heidi    | LaFlesh          |               | Adelaide Designs Co.     | Jewelry     | x | 37 |
| 39 | Patty    | Rossignol        |               | DD9 Pillows              | Mixed Media | x | 38 |
| 40 | Laura    | Moorehead        |               |                          | Painting    |   | 39 |
| 41 | Joshua   | Adams            |               |                          | Drawing     | x | 40 |
| 42 | Grace    | Schultz          |               | Cedar Hill Creations     | Fiber       |   | 41 |
| 43 | Alla     | Markelova        |               |                          | Painting    |   | 42 |
| 44 | Richard  | Huoppi           | Margie Huoppi | Meadow Rock Design       | Other       | x | 43 |
| 45 | Frances  | Scullin          |               | Strawberry Lane Designs  | Jewelry     | x | 44 |
| 46 | Jamie    | Muller           |               | Muller Studios           | Painting    |   | 45 |

## Sponsor Booths

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

# Event Timeline

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



| Booth | Studio Name                |
|-------|----------------------------|
| 1     | Gosselin Wood Products     |
| 2     | Rose and Magnolia          |
| 3     | 4 Fishes Artwork           |
| 4     | Build Your Own Bouquet     |
| 5     | C. L. Angeloni Photography |
| 6     | Art Inspired by Stillness  |
| 7     | Deb's Designs              |
| 8     | Lisa Hayden Art            |
| 9     | Nanseas Studio             |
| 10    | Beth Johnston Fine Art     |
| 11    | Jeremy Schilling Fine Art  |
| 12    | Matthew Finger Studio      |
| 13    | Fruitcake Designs          |
| 14    | Perlerescent Designs       |
| 15    | Jake McGurk                |
| 16    | Laurel Wood Farm           |
| 17    | MJW Ceramics               |
| 18    | Michele Norman Art         |
| 19    | Author                     |
| 20    | Elderberry Arts            |
| 21    | Fluttering Wings           |
| 22    | KMittan Fine Art           |
| 23    | Branch Out Studio          |
| 24    | Fenton's Illustrations     |

| Booth | Studio Name                        |
|-------|------------------------------------|
| 25    | Kindlsticks, Witchy Shopkeeper NPC |
| 26    | Jen's Charcoal Drawings            |
| 27    | Dennis Stuart                      |
| 28    | Moonlight Jewelry                  |
| 29    | Author                             |
| 30    | Rescued Wood                       |
| 31    | Innersasa                          |
| 31    | Anna's Beaded Creation             |
| 32    | The Nomads Garden Tea Co           |
| 33    | Alyce and Lee Pottery              |
| 34    | Marci Nelson Art                   |
| 35    | Photography by Ffej                |
| 36    | Vanessa Rose Green                 |
| 37    | Adelaide Designs Co.               |
| 38    | DD9 Pillows                        |
| 39    | Laura Moorehead                    |
| 40    | Joshua Adams                       |
| 41    | Cedar Hill Creations               |
| 42    | Alla Markelova                     |
| 43    | Meadow Rock Design                 |
| 44    | Strawberry Lane Designs            |
| 45    | Muller Studios                     |

# Volunteer Schedule & Assignments

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

|                  |                  |                                     |     |
|------------------|------------------|-------------------------------------|-----|
| <b>6/17/2023</b> | 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 |

|                  |                  |                                      |     |
|------------------|------------------|--------------------------------------|-----|
| <b>6/18/2023</b> | 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, Laura Crosetti | 10  |

## Help includes:

Answering artists' questions

Watching booths for artists to take bathroom/food breaks

Distributing water bottles

Checking in artists (Carly and Jamie)

## Booths:

Registration 1

Emerging Artist 1

Musicians 2

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