

Town of Putnam	
Arts Council – Special Meeting Minutes	
Meeting Room 112	
Monday, June 12, 2023, 5:30 PM	
Join Zoom Meeting: http://us06web.zoom.us/j/81493746129?pwd=OTZVNiJmektdGMGVQY3hJeUhh2MGFzZz09	
	Chairman opened the meeting at 5:32pm
1. Roll Call	ECD Director Carly DeLuca, Chair David Sullivan, Vice-Chair Laura Moorehead, Members: Karen Osbrey, Beth Johnston, Julie Reid, Jamie Soroka (via Zoom), and via Zoom Recording Secretary Jackie Lefevre. Absent: Anthony Foronda and Elaine Turner.
2. Approval of Meeting Minutes*	i. May 22nd: Karen motioned to approve the meeting minutes of May 22 nd , as presented, seconded by Laura, motion passed. ii. June 5 th : Karen motioned to approve the meeting minutes of June 5 th , as presented, seconded by Beth, motioned passed.
3. Reporting of Expenditures	Carly reported the original cost for Recreation personnel has been revised to \$ 1,250.
4. New Business	i. Fine Arts and Crafts Festival a. Accepted Artists: 44 have been confirmed. An additional artist backed out for a total of two. A refund was asked for but the policy showed a deadline of 6/1. Beth to send out a final reminder email to ask for insurance certificates to those who haven't submitted. b. Registration: Registration will be Friday afternoon, June 16th and Saturday morning June 17th. Carly brought samples of name tags. Should there be a sign-up sheet to gain emails from patrons? Carly to print out signs, agreements, and maps. c. Timeline: A revised timeline sheet was reviewed. Carly to email a final timeline sheet, if revisions are necessary, prior to the event start. d. Marketing: Laura reported signage will be ready by Thursday. A "thank you" should be added for Chase Graphics and Putnam Business Association for letting us use their weights. e. Exhibitor Guide: no update f. Green Map: Carly to print two versions, one by booth number, one by last name. g. Volunteers: Young Marines have volunteered to assist vendors unloading and set up on Saturday morning. 10 garbage cans will be utilized at the event. Electricity to be available for musicians and demonstrations only. h. Exit Survey: Chair David is finalizing. Questions will be, "How did you hear about the event?", "What did you think of the layout of the event?" Please list any comments/suggestions you think may be helpful for the event. These surveys will be available at the registration table, and via QR code on a sheet of paper. David to print out
5. Old Business	ii. Corridor Gallery: Laura reported, current display to be taken down Tuesday, June 27 th ; artist Steve Veilleaux display will be up on Thursday, June 29 th ; reception suggested for Saturday, July 15, still to be finalized. iii. Walktober: manager of Bradley Playhouse suggested Monday or a Wednesday to host the walk at the Bradley. Upon discussion, it was decided a Thursday would be better due to it being closer to the weekend. Time to be determined.
6. Public Participation	None
7. Adjournment*	Beth motioned to adjourn, seconded by Karen, ayes have it, motion approved. The meeting adjourned at 6:20pm.