

Town of Putnam	
Arts Council	
Community Room 112	
Monday, November 27, 5:30 PM	
Join Zoom Meeting https://us06web.zoom.us/j/88024977965?pwd=JBwNEL2MAbu1jBzsnMUwULE9Ymda5f.1 Meeting ID: 880 2497 7965 Passcode: LJ2nKW	
1. Roll Call	
2. Approval of Meeting Minutes*	
	i. October 23 th
3. Reporting of Expenditures	
4. New Business	
	i. Art Heist a. Location and Date b. Call and Marketing c. Ticketing d. Artist Outreach ii. Arts and Crafts Festival 2024 a. Sponsorships b. Application Management c. Subcommittees i. Marketing 1. Sunshine Mag/Bean Soup ii. Call/email list/duration iii. Other d. Dates iii. Website a. Renewal* b. Art Festival/Art Heist iv. Art Council Members Term
5. Old Business	v. December meeting 12/18/23
	i. Corridor Gallery a. Laura Tedeschi b. Laura Salo Jan 4 c. Upcoming Shows ii. Upcoming Shows
6. Public Participation	
7. Adjournment*	

*Vote Required

Town of Putnam	
Arts Council – Meeting Minutes	
Meeting Room 112	
Monday, October 23, 2023, 5:30 PM	
Zoom: https://us06web.zoom.us/j/87476306113?pwd=HS5NzMw6yHJzBcUB6s5YYbg986BeFt.1	
Meeting ID: 874 7630 6113	
Passcode: XVeUM8	
	Chair opened the meeting at 5:33 pm
1. Roll Call	ECD Director Carly DeLuca, Chair David Sullivan, Beth Johnston, Karen Osbrey, Vice-Chair Laura Moorehead, Jamie Soroka, Elaine Turner, and Annie Joly. Guest: Elaine Sistare, Town Administrator Absent: Julie Reid and Anthony Foronda
2. Approval of Meeting Minutes*	September 25 th : Beth motioned to approve the meeting minutes as presented, seconded by David. Motion passed
	Town Administrator Sistare shared this is Carly's last meeting for she is leaving the ECD Director position. Until a new Director is hired, Jackie will be attending the meetings in person. TA Sistare provided a reminder, some members are up for reappointment on November 30, 2023.
3. Reporting of Expenditures	A copy of the arts council accounts was shared. The current fund balance is \$7,471. It was requested the exact dollar amount for Jackie's attendance be reported for the next meeting.
4. New Business	i. Karen made the motion to add the "2024 Meeting Schedule" to the agenda, seconded by Laura. Motion passed. Karen made the motion to accept the 2024 meeting schedule, seconded by Beth. All in favor. Motion passed
	ii. WINY Radio Spot – Laura is going to try to get a spot in December to hype up the end of Laura Tedeschi's show and the quilts in January.
	iii. Art Heist a. Location: discussion took place about where to have it again. Consensus was Laura's home would be best for the first year. b. Budget: discussion took place about how much ticket prices should be and how many we would need to sell. Consensus was ticket prices for \$50 and sell at least 50 tickets. c. Invite List: members are going to use the mailing list. Beth will start working on a call for artists and Laura will create an advertisement to go along with it. We decided picking a date would be necessary. After discussion, consensus was March 9th.
	iv. Beth made the motion to add "Festival Advertising" to the agenda, seconded by Jamie. Motion passed. Beth discussed upcoming deadlines for advertising in Bean Soup and Sunshine Magazine. Bean Soup advertising is \$140 for the entire year, printed four times. Jamie made the motion to move forward with the Bean Soup advertisement, second by Elaine. Motion passed. Sunshine Magazine is an online and print newsletter for arts festivals across the country. The subscription and advertisement is \$49. Elaine made the motion to move forward with the expenditure, seconded by Laura. Motion passed.
5. Old Business	
	i. Corridor Gallery: a. Laura Tedeschi-Oct. 28th with live music by Fiddle & Friends.
6. Public Participation	None
7. Adjournment*	Jamie motioned to adjourn, seconded by Karen, meeting adjourned at 6:51pm.

*Vote required

Putnam Arts Council Budget
November 21, 2023

	Account	Description	Account Type	Budget	YTD Transactions	Balance
1	2872.00.0000.10200.00000	Cash Balance for Fund	ASSET	\$ -	\$ 7,471	\$ (7,471)
2	2872.00.0000.20200.00000	Accounts Payable	LIABILITY	\$ -	\$ -	\$ -
3	2872.00.0000.34000.00000	Fund Balance - Unassigned	FUND BALANCE	\$ -	\$ (7,471)	\$ 7,471
4	2872.00.0000.49100.00000	Interfund Transfers	REVENUE	\$ -	\$ -	\$ -
5	2872.00.0000.59900.00000	Fund Transfers Out	EXPENDITURE	\$ -	\$ -	\$ -
6	2872.41.4173.10200.00000	Arts Council Fund Balance	ASSET	\$ -	\$ -	\$ -
7	2872.41.4173.20200.00000	Arts Council AP	LIABILITY	\$ -	\$ -	\$ -
8	2872.41.4173.44867.00000	Arts Council Revenues	REVENUE	\$ -	\$ 1,750	\$ -
9	2872.41.4173.56100.00000	Arts Council Expenses	EXPENDITURE	\$ -	\$ -	\$ -
10	1005.41.4174.51630.00000	Overtime Art Council	EXPENDITURE	\$ 1,000	\$ -	\$ 1,000
11	1005.41.4174.56010.00000	Office Supplies - Art Council	EXPENDITURE	\$ 200	\$ 184	\$ 16
12	1005.44.4499.58250.10140	Arts Council	EXPENDITURE	\$ -	\$ 49	\$ (49)

11/21/2023

Putnam Fine Arts & Crafts Festival

2023 - Actual

Expenses		
Wix	\$	204
CaFe	\$	475
Maintenance/Recreation	\$	1,236
Advertising		
Chase Graphics	\$	354
Chase Graphics (balance)	\$	124
Valley Breeze	\$	361
Banners	\$	301
Facebook/Instagram	\$	140
NorthStar Reporter	\$	36
NorthStar Reporter	\$	490
Stonebridge Press	\$	225
WINY	\$	500
Shopper's Guide	\$	226
Shopper's Guide	\$	200
Town Crier	\$	75
Musician	\$	1,200
Chubby Dog	\$	586
Water bottles	\$	19
Misc.	\$	13
total		\$ 6,767

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

Revenue - Expenses	\$ 1,955
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2872 (special fund)	\$	4,774
Chase Balance	\$	124
1005 (town line item)	\$	1,169
1005 (me)	\$	700
	\$	6,767