

Town of Putnam
Arts Council Meeting Agenda
Regularly Scheduled meeting on
Monday, February 26, 2024, at 5:30pm
In person at Putnam Municipal Complex, 200 School Street, Putnam, CT
Community Room 112 or
Join Zoom Meeting
<https://us06web.zoom.us/j/82472930762?pwd=mNydO2Ez4Zs9N4Ok94mbBEK9K11pyj.1>

Meeting ID: 824 7293 0762

Passcode: 7F8Yaf

1. Roll Call:
2. Approval of Meeting Minutes – January 22, 2024 & Special Meeting February 6, 2024*
3. New Business:
 - I. Putnam Pride 2024
4. Old Business:
 - I. Art Heist 2024
 - i. Donation and Ticket Sales Update
 - ii. Task List
 - iii. Other
 - II. Arts and Crafts Festival 2024
 - i. Sponsorships
 - ii. Festival Marketing Budget*
 - iii. Subcommittee Updates:
 - a. Marketing
 - b. Call
 - c. Music
 - d. Food/Drink
 - III. Corridor Gallery
 - a) Laura Salo
 - a. Take Down March 27, 10 am
 - b. Raffle
 - b) April – June Janet McDonald
 - a. Reception request Thursday, April 11th
 - c) July-September Five Senses of a Women (Kathy Guertin, Lisa Andrews, Carolyn Nadue, Karen Reid and Laura Moorehead)
 - d) October – December Jonathan Fritz
6. Public Participation:
7. Adjournment*

*Vote Required

2024 FEB 22 A 10:33

TOWN CLERK - PUTNAM CT


Town of Putnam

Arts Council Meeting Minutes

**The Putnam Arts Council held a regularly scheduled meeting on
Monday, January 22, 2024, at 5:30pm
In person at Putnam Municipal Complex, 200 School Street, Putnam, CT
Community Room 112 or via Zoom at**

<https://us06web.zoom.us/j/82279051044?pwd=OeK14Kcnyhc1w6obbfOpdrDwAU8Udr.1>

**Meeting ID: 822 7905 1044
Passcode: 9BUiRx**

1. Roll Call: Chair David Sullivan, members: Elaine Turner, Jamie Soroka, Beth Johnston, Carmine Angelino, Julie Reid, Annie Joly, ECD Director Mary Ann Chinatti, ECD and Administrative Assistant Jackie Lefevre. Attended via Zoom: Town Administrator Elaine Sistare. Absent: Co-Chair Laura Moorehead.
2. Approval of Meeting Minutes – December 18, 2023* Member Turner motioned to approve the minutes of December 18, 2023, as presented, seconded by Member Joly, motion passed.
3. Report of Expenditures – December 2023: Expenditures were reviewed.

Town Administrator Sistare announced the Art Heist event was approved at the January 2, 2024, Board of Selectmen meeting, new council member Carmine Angeloni was appointed at the January 16th Board of Selectmen meeting; and the Fine Arts and Crafts Festival was approved under Recreation Department events agenda item. Administrative Assistant Lefevre added Member Angeloni was officially sworn in on January 17, 2024.

4. New Business:
 - I. Introduction of New Economic & Community Director: Mary Ann Chinatti introduced herself and provided background on her previous municipal positions extending over a 30-year span.
 - II. Art Heist 2024
 - a.) Donation Update: To date there are 14 art pieces donated. The goal is to receive 30 pieces prior to the extended date deadline of February 3, 2024. The number of pieces obtained will reflect the number of tickets sold. A couple attending the event will be allotted only one ticket. Art pieces will be on display at Court House Bar and Grille, Arts n Framing, and Jewett City Savings Bank. Chairman Sullivan reminded everyone Sawmill Pottery is happy to receive and store artwork until they are displayed. Kazantzis Real Estate to be approached on possibility to display an event poster in their picture window.

b.) Ticket/Sales: Member Johnston, ECD Director Chinatti, and Admin. Asst. Lefevre and Town Finance Director are meeting, Tuesday, January 23, 2024, to discuss how the funds from ticket sales can be received electronically. Once this occurs, advertising can go out for sales. Upon discussion, Member Johnston, motioned to expend up to \$ 20 on Face Book advertising, seconded by Member Soroka, motion passed.

c.) Event: Saturday, March 9, 2024, 5pm, in the former Montgomery Ward Building, 112 Main Street. Member Reid to provide music along with a PA system. Chair Sullivan to check with Cochair Moorehead if Gene Michael Deary was contacted to be the event's MC. Member Soroka volunteered to oversee drinks. No alcohol to be sold. Food to be donated by Council members. Some food ideas were charcuterie boards/homemade pastry, etc. Snacky/finger foods. The ECD Director is working on an insurance certificate for the venue. A show of hands on whether to keep values of Art pieces on a separate handout or displayed on the art was held. All were in favor of providing a separate handout.

III. Arts and Crafts Festival 2024

a.) Subcommittee Updates:

i. Marketing: Members Soroka and Johnston are working together. An advertising budget, with funds from sponsorships, will be worked out. Upon discussion, Member Johnston motioned to expend up to \$ 20 on Facebook advertising, seconded by Member Soroka, motion carried.

ii. Call/email list/duration: Call to Artists is planned to be open by March 31st. Email list- list from last year to be updated; new interested artists will be added. Duration: Event will start Friday, June 21st allowing vendor set up; Actual event times are Saturday, June 22nd and Sunday, June 23rd from 10am-4pm. Council members requested if the Complex could remain open until 4:30 or 5:00 pm' allowing use of the restrooms at the day's end. ECD Director Chinatti shared her conversation with Mayor Seney. He said anything the council needs for the event will be happy to accommodate.

iii. Music/Food/Drink: Member Reid is responsible for music/food/drink. She reported a few of last year's musicians will be returning, in addition new musicians have been reached out to. Administrative Assistant Lefevre to assist with necessary paperwork and will complete the special event permit application. Member Soroka volunteered to take over Food/Drink.

IV. Art Council Members:

- a.) Newly Appointed Council Member: Town Administrator Sistare previously announced appointment at the beginning of meeting.
- b.) Chair/Co-Chair Nominations 2024* Chair Sullivan nominated Cochair Moorehead to continue as Cochair for 2024. She shared that she was interested in keeping the title prior to departure for vacation. All were in favor. Member Joly nominated Chair Sullivan to remain as Chair for 2024. All were in favor. Member Soroka motion to close the nominations, seconded by Member Reid, motion carried. Nominations were closed. Member Reid motioned to vote in David Sullivan as Chair and Laura Moorehead as Cochair, seconded by Member Joly, motion carried.

V. Old Business:

Corridor Gallery

- a) Laura Salo Jan 4: Artist Laura Salo's reception was successful. Quilt for breast cancer raffle has generated good ticket sales to date.
- b) Upcoming Shows: Cochair Moorehead to report upon return from vacation.

6. Public Participation: None

7. Adjournment* Member Soroka motioned to adjourn, seconded by Member Turner, motion carried.

Meeting adjourned at 7:01pm.

*Vote Required

Town of Putnam Arts Council Meeting Minutes

**The Putnam Arts Council held a Special meeting on
Tuesday, February 6, 2024, at 5:30pm
In person at Putnam Municipal Complex, 200 School Street, Putnam, CT
Community Room 113
or via Zoom at**

<https://us06web.zoom.us/j/82696798699?pwd=5vjFXsiZ1twk2bR5pFq3GX1zaGn2Lm.1>

**Meeting ID: 826 9679 8699
Passcode: 6WPTer**

Chair Sullivan called the Special Meeting to order at 5:32pm.

1. Roll Call: Chair David Sullivan, members: Julie Reid, Jamie Soroka, Beth Johnston, Carmine Angelino, Annie Joly, and ECD Administrative Assistant Jackie Lefevre.

Absent: Vice-Chair Laura Moorehead, Member Elaine Turner and ECD Director Mary Ann Chinatti.

2. Revision of Arts Council December 18, 2023, Meeting Minutes: * Chair Sullivan read aloud the memo as provided by ECD Director Chinatti,

"The reason for this Special Meeting is to amend/act to approve the December 2023 minutes as amended.

At the December meeting, the Council voted to authorize the CaFE renewal expenditure in the amount of \$310; however, that action was inadvertently omitted from the minutes of the meeting.

The renewal invoice is due on February 14; it is respectfully requested that the Council approve the December 2023 amended minutes prior to the Department issuing payment for that renewal."

A motion to revise the Dec 18, 2023, minutes to approve the expenditure toward Cafe for \$ 310 by Member Joly, seconded by Member Angelino, motion carried.

3. Adjournment: * Member Johnston motioned to adjourn, seconded by Member Joly, motion carried.

Meeting Adjourned at 5:35pm.

*Vote Required

2024 FEB - 7 A 11: 18
David Sullivan
PUTNAM CT

Task	2024 Task Date	Assigned to
Select a venue	December	
Select dates (event, registration, drop off, hanging)	December, January	
Get insurance for venue	December	
Determine how work will be collected	November	
Determine how work will be displayed	November	
Create Call invitation/communication	January	
Create Ticket Sale invitation/communication	January	
Create Call marketing campaign (FB/IG Posts, boosts, other?)	January	
Create Ticket Sales marketing campaign (FB/IG Posts, boosts, other?)	January	
Create Registration and photo upload page	January	
Create and test Payment page	January	
Collect donations	January, February	
Check donation registrations, images, send thank you confirmation, upload image to donation page	January, February March	
Determine if enough donations have been received to have the event.	January 27	
Post images of artwork online. Label with name, size, medium, title	Feb 3	
Make ticket page visible	Feb 4	
Hang at local venues	Feb 6	
Confirm emcee	Feb 6	
Email drop off reminders for Donations	Fec 10	
Email thank you/invite to donors (also another for tax purposes)		
Email thanks/confirmation to ticket purchasers	On Going	
Monitor ticket count and Hide ticket page when donation count is reached.	On Going	
Print tickets, Labels for artwork, ticket holder list, list of artwork for ticket holders.	March 7,8	Labels and lists-Beth Tickets - Laura
Name Tags for Artists/PAC Members		
Collect artwork from local venues	March 7,8	
Collect sound system, tables, tablecloths, gridwalls, pedestals, bubble wrap, tape, "bowl" for tickets.	March 7,8	Sound-Julie
Basket for Last Attendee?		
Purchase refreshments/snacks	March 7,8	
Set up displays, tables, sound system, refreshments at venue	March 9 (start?)	
Need "assistants" to bring tags of selected artwork to emcee to announce.	March 9	
Notify artist if artwork not selected and when to pick up	March 10	



Dear <Artist's Name>,

I hope this letter finds you in good health and high spirits. On behalf of the Putnam Art Council, I extend our heartfelt gratitude for your generous donation of artwork to the Art Heist fundraiser. Your support plays a pivotal role in advancing our mission to foster creativity and enrich the cultural landscape of our community.

Your artistic contribution of <Title> <Media> valued at <value> is not just a beautiful addition to our event but also a powerful statement of solidarity with the arts. The funds raised through Art Heist will be instrumental in fueling future programs, scholarships, and grants, allowing us to continue nurturing local talent and providing meaningful opportunities for artistic expression.

We greatly admire your dedication to the arts and the impact it has on our community. Your work will be showcased alongside other remarkable pieces, creating an inspiring and vibrant atmosphere during the Art Heist event. This collective effort will undoubtedly resonate with our attendees, reinforcing the importance of supporting the arts for the betterment of society.

We hope you will be able to attend the Art Heist on March 9th, 5pm – 8pm, at the Montgomery Ward Building, 112 Main Street Putnam CT 06260. To buy a ticket and have the opportunity to “steal” a piece for yourself, you can visit our website.

<https://www.putnamctartscouncil.com/art-heist/payment>

Once again, thank you for your generosity and commitment to the arts. Your artwork will not only contribute to the success of Art Heist but will leave a lasting impact on the Putnam Art Council and the artists we support. We look forward to celebrating this special evening with you and expressing our gratitude in person.

Thank you for being an integral part of our artistic community.

Warm regards,

The Putnam Arts Council

Festival Musicians 2024

Saturday 6/22

10AM Milke Silvia

12PM Neil Russell

2PM Leo Tremblay

Sunday 6/23

10AM Betsy Lestenfelt

12PM Kala Farnem,

2PM Bill and Julie Reid.