

# **Town of Putnam Arts Council Meeting Minutes**

**Regularly Scheduled meeting on**

**Monday, April 22, 2024, at 5:30pm**

**In person at Putnam Municipal Complex, 200 School Street, Putnam, CT  
Community Room 112 or**

**Join Via Zoom**

<https://us06web.zoom.us/j/81954020438?pwd=rQN1QYXJwWRLPf5xNWD27RhU3aKLPs.1>

Meeting ID: 819 5402 0438

Passcode: 8wypPP

1. Roll Call:
2. Approval of Meeting Minutes – March 25, 2024\*
3. New Business:
  - I. June Meeting
  - II. Food Vender/Musician Lists
4. Old Business:
  - I. Arts and Crafts Festival 2024
    - i. Sponsorships
    - ii. Team Updates:
      - a. Marketing
      - b. Call/Artists
      - c. Music
      - d. Food/Drink
    - iii. Other
      - a. Event timeline
      - b. Parking
      - c. Shuttle
      - d. Map
  - II. Pluck-a-Duck
  - III. Name Badges
  - IV. Wings and Wine, working title
  - V. Cultural Coalition
  - VI. Corridor Gallery
    - i. Upcoming Shows
      - a. Janet McDonald's reception on May 9 at 5:30 pm
5. Public Participation:
6. Adjournment\*

\*Vote Required

2024 APR 18 P 5:18  
Janae Taylor  
TOWN CLERK - PUTNAM CT

**Town of Putnam**  
**Arts Council Meeting Minutes**  
The Putnam Arts Council held a Regular meeting on  
**Monday, March 25, 2024, at 5:30pm**  
In person at Putnam Municipal Complex, 200 School Street, Putnam, CT  
Community Room 113  
or via Zoom at

<http://us06web.zoom.us/j/82579599016?pwd=f26wFpZsB9Zj76bvQNJrr6RYbsPA22.1>

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

1. Roll Call: Chair David Sullivan, members: Vice-chair Laura Moorehead Julie Reid, Jamie Soroka, Elaine Turner, Beth Johnston, Annie Joly, and ECD Administrative Assistant Jackie Lefevre.  
  
Absent: Carmine Angelino and ECD Director Mary Ann Chinatti.  
Guests: Daniel Rioux, Two Gold Moons  
Beth Markowski-Roop, Marketing Director of Service Master by Mason and Putnam Business Association Pluck a Duck Event Coordinator arrived at 5:40 p.m.
2. Approval of Meeting Minutes – Special meeting minutes, Feb. 6<sup>th</sup> and Regular meeting minutes February 26<sup>th</sup>, 2024\*: Motion made by Member Soroka, to approve the Special minutes of February 6<sup>th</sup> and Regular minutes of February 26<sup>th</sup>, seconded by Member Reid, motion passed.
3. New Business:
  - i. Pluck-a-Duck: Beth Markowski-Roop explained, at last year's Arts Festival event, she had a table, both days, to sell Putnam Business Association duck tickets, and did well selling on behalf of Arts Guild and Tourtelotte School. Unfortunately, there was miscommunication about permission to set up at the 2023 event. Ms. Markowski-Roop is attending this meeting to request the setting up of a "duck" table at this year's Arts Festival event, for both days, to ensure no miscommunication. Upon discussion, Member Moorehead made motion to invite the PBA Pluck a Duck to have a table at this year's Art Festival event contingent upon the understanding that half of the ticket sales would go to the Arts Council for future use; and PBA to advertise the event on the Discover Putnam page, seconded by Member Johnston, motion passed. Member Turner motioned to procure 100 tickets, with the intention the members will be selling them, seconded by Member Moorehead, motion passed unanimously.  
Laura or Elaine to obtain tickets at the next PBA meeting.  
Jackie to ensure the Council can participate in receiving half the proceeds from the sale of the Duck tickets/email Beth Markowski-Roop thanking her and letting her know the results of the discussion. Chair Sullivan requested to be cc'd on the email.
  - ii. "Freedom of Information Act" -Tuesday, April 23, 6 p.m.: The Town of Putnam is hosting the FOIA meeting for all Commissions, Boards, Councils etc. to receive a review/ Chair Sullivan shared he has spoken with Russel Blair, Director of Freedom of Information Commission, regarding quorums etc. The understanding is that if one less than a quorum is emailing back and forth or at a site together, it is not considered a formal meeting. The best practice would be to email Administrative Assistant Lefevre. The Chair encouraged all to attend the Freedom of Information Act Meeting on Tuesday, April 23<sup>rd</sup>, 6 pm, room 109 in Municipal Complex. Jackie to email the group confirming whether the meeting is via Zoom or not.

iii. Wings and Wine \*: Member Soroka introduced Ms. Daniele Rioux, owner of Two Gold Moons, 112 Main Street, (Montgomery Ward Bldg.). Daniele is proposing an event called Wings and Wine. She would provide instruction, to a small group, on how butterflies are pinned, and mounted inside a frame. Wine would be considered on a B.Y.O.B. basis. Sites being considered for the event are The Complex Performing and Creative Arts Centre, or the 112 Main Street Building. A date of Saturday, September 14, 2024, at 7 p.m. is proposed. Member Joly made a motion for the Arts Council to sponsor the Wings and Wines, working out specifics of cost, date and confirm space, seconded by Member Johnston, Motion passed. Chair Sullivan

iv. Cultural Coalition, "Arts and Culture Means Business": The Chair shared the Cultural Coalition is hosting an event Monday, April 1<sup>st</sup> from 8:30 to 10 a.m. at the East Conn Conference Center in Hampton, CT entitled "Arts and Culture Means Business". He forwarded the email to Jackie for potentially Mary Ann or herself to attend.

#### 4. Old Business:

i. Art Heist 2024 Wrap Up: the event was a great success! Final numbers are not currently available. Notes for next year: coat rack, inspect all the donated art pieces, keep at maximum of 50 pieces, research/consider a different venue-Bradley Playhouse was mentioned, consider making it more interactive, find an animated emcee. Set a date for next year's event within the next couple of meetings.

#### ii. Arts and Crafts Festival 2024

i. Sponsorships: Admin. Assistant Lefevre reported a total of \$ 4,750, taken from the recently submitted 2024 Putnam Arts Foundation Grant Application, has been received thus far. Chair Sullivan said those were 2023 numbers. Jackie will bring the correct numbers to the next meeting. Sponsorship will be emailed for Mary Ann to present at the next PBA meeting requesting if any businesses are interested in sponsoring the arts festival.

#### ii. Budget

a. Festival Marketing Budget\*: Laura and Beth worked on a marketing budget and presented it to the council. The 2023 marketing budget was \$ 1700, actual budget was \$ 3,000. Member Reid motioned to expend up to \$ 3,100, seconded by Member Joly, passed unanimously.

b. Other: The Chair requested either Mary Ann or Jackie to find out the cost of maintenance staff who assisted with 2023 Festival by unloading artists on Friday, cost of Gator and one of the staff stayed Saturday overnight. Also to reach out to Putnam police letting them know when the event is and have more drive byes. It was also asked if 75 Lanyards would be available for use and permanent badges for Arts Council Members. Member Moorehead to reach out to Last Green Valley for vests.

#### iii. Team Updates:

##### a. Marketing:

##### b. Call/Invites:

a. Early Acceptance: 55 applied, 44 accepted and invited, 11 on the waitlist. The Call ends March 31, 2024. The Chair invited all wishing to be involved with jurying artists to let him know. Insurance agreements have been coming in.

b. Non-Traditional Arts Craft Vendors\*: to be discussed at a future meeting.

c. Face Painting: a local face painter inquired about setting up a face painting booth at the festival. Upon discussion, with a show of hands it was decided not to invite the face painter.

d. PAC member booths\*: Last year booth fees were waived for PAC member volunteers and for other volunteers that may spend significant time volunteering for the event. Motion by Member Moorehead that all council members, and anyone volunteering; and expending any time and energy be allowed to have a free booth at the Arts and Crafts Festival, seconded by Member Soroka, motion passed.

c. Music: Member Reid reported all is on track. She has spoken with Willie Bousquet on the use of the "double stage" same as last year's event. She will bring a large tarp to place over it.

d. Food/Drink: Member Soroka inquired if Joe's Food Truck has applied for vendor permit yet. Jackie responded this would go to the Town Clerk's office. Jackie to check and email Member Soroka.

Gelato is on board if the weather holds out. Baker's Dozen will provide coffee and donuts for Artists at an estimated cost of \$ 150, for both days, which provides for 50 cups of coffee, and 6 assorted donuts each day. The Chair inquired if hot water could be included in the deal. Member Soroka to report back on Baker's Dozen response.

iv. Laura Tedeschi- Chairman said he meant to write Laura Salo. Ms. Salo has donated a large quilt and is selling tickets in support of DKH oncology. She asked if the quilt could be hung, and tickets sold at the festival. Member Moorehead motioned to allow the quilt to be hung and tickets be sold at the PAC Welcome/Registration tent, seconded by Member Soroka, motion carried.

Member Moorehead shared she heard with Willie Bousquet will be having horsedrawn hay wagons and a bus to drive people from one part of town to the other for international day event. She inquired if this service could be possible for the festival? Jackie to research.

## II. Corridor Gallery:

i. Upcoming shows/Date Change: Janet McDonald is the next artist to display at the corridor. She can't make the original reception date, of April 16<sup>th</sup>, a date of May 9<sup>th</sup> would be best date for her. Members Joly and Reid volunteered.

5. Public Participation: None

6. Adjournment: \* Member Soroka motioned to adjourn, seconded by Member Moorehead, motion carried. Meeting Adjourned at 7:35pm.

\*Vote Required

2024 MAR 28 P 5: 22  
JANET McDONALD  
JANET McDONALD

# Event Timeline

|                                   |                |                    |
|-----------------------------------|----------------|--------------------|
| <b>6/17/2024</b><br><b>Monday</b> | <i>Morning</i> | Cut grass          |
|                                   |                | Initial booth mark |
|                                   | <i>5:30pm</i>  | Meeting?           |

|                                      |  |                                                              |
|--------------------------------------|--|--------------------------------------------------------------|
| <b>6/19/2024</b><br><b>Wednesday</b> |  | Get vests from TLGV                                          |
|                                      |  | Print off all products: artist packets, volunteer tags, maps |

|                                     |  |                                      |
|-------------------------------------|--|--------------------------------------|
| <b>6/20/2024</b><br><b>Thursday</b> |  | Mark booth corners                   |
|                                     |  | Bring over risers, tents, trash cans |
|                                     |  | Put up signage                       |

|                                   |                  |                                         |
|-----------------------------------|------------------|-----------------------------------------|
| <b>6/21/2024</b><br><b>Friday</b> | <i>Morning</i>   | Touch up mark for booths                |
|                                   |                  | Set up registration tent, tables, booth |
|                                   |                  | Block off food vendor, music spots      |
|                                   |                  | Set up artist parking area              |
|                                   | <i>3pm - 7pm</i> | Artists set up                          |

|                                     |                   |                             |
|-------------------------------------|-------------------|-----------------------------|
| <b>6/22/2024</b><br><b>Saturday</b> | <i>7am - 10am</i> | Set Up Breakfast            |
|                                     |                   | Artists set up              |
|                                     |                   | Instruct parking attendants |
|                                     | <i>8am - 10am</i> | Parks and Rec Employees     |
|                                     | <i>9am - 5pm</i>  | Parks and Rec Employee      |
|                                     | <i>8am - 4pm</i>  | Parks and Rec Employee      |
|                                     | <i>4pm - 5pm</i>  | Clean up, Bathrooms Open    |

|                                     |                   |                        |
|-------------------------------------|-------------------|------------------------|
| <b>Overnight</b><br><b>Saturday</b> | <i>5pm - 11pm</i> | Parks and Rec Employee |
|                                     | <i>11pm - 7am</i> | Parks and Rec Employee |
|                                     | <i>7am - 9am</i>  | Arts Council Volunteer |

|                                   |                   |                          |
|-----------------------------------|-------------------|--------------------------|
| <b>6/23/2024</b><br><b>Sunday</b> | <i>9am - 10pm</i> | Artists set up           |
|                                   | <i>9am - 4pm</i>  | Parks and Rec Employees  |
|                                   | <i>4pm - 6pm</i>  | Parks and Rec Employees  |
|                                   | <i>4pm - 6pm</i>  | Clean up, Bathrooms Open |

## Key

Putnam Parks and Recreation  
Putnam Arts Council

# Volunteer Schedule & Assignments

| Date             | Time (3 hr shifts) | Tasks               | # |
|------------------|--------------------|---------------------|---|
| <b>6/21/2024</b> | 12:00pm - 3:00pm   |                     | 3 |
| Friday           | 3:00pm - 7:00pm    | Help artists unload | 5 |

|                  |                  |                                     |     |
|------------------|------------------|-------------------------------------|-----|
| <b>6/22/2024</b> | 7:00am - 10:00am | Help artists unload, direct parking | 10  |
| <b>4</b>         |                  |                                     |     |
| Saturday         | 10:00am - 1:00pm |                                     | 3-5 |
|                  | 1:00pm - 3:00pm  |                                     | 3-5 |
|                  | 3:00pm - 6:00pm  | Clean up                            | 3-5 |

|                  |                  |                      |     |
|------------------|------------------|----------------------|-----|
| <b>6/23/2023</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 | 10  |

## Help includes:

Answering artists' questions

Watching booths for artists to take bathroom/food breaks

Distributing water bottles

Checking in artists

# **Putnam Fine Arts and Crafts Festival 2024**

## **Needed from Town/Facilities Employees**

Week of May 20

Hang Banners on Municipal Complex Green

Monday 6/17

Cut Grass, Initial Booth Layout

Thursday 6/20

Bring over risers, tents, 10 Trash cans

Friday 6/21

Morning

Finish/Touch up Booths Marking

Block off Food Vender, Music Spots

Set Up Artist Parking Area

Saturday 6/22

Help Artists Setup, move materials

Need Gators

Direct Artist Parking

Keep Municipal Complex Open until 5pm for bathroom use

Sunday 6/23

Help Artists Setup, move materials

Need Gators

Keep Municipal Complex Open until 6pm for bathroom use

