

Town of Putnam

Arts Council Meeting Minutes

**The Putnam Arts Council held a Regular meeting on
Monday, April 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/81954020438?pwd=rQN1QYXJwWrLPf5xNWD27RhU3aKLPs.1>

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

1. Roll Call: Chair David Sullivan, Vice-chair Laura Moorehead, Members Julie Reid, Jamie Soroka, Elaine Turner, Beth Johnston, Annie Joly, ECD Director Mary Ann Chinatti and ECD Administrative Assistant Jackie Lefevre.

Absent: Member Carmine Angelino.
2. Approval of Meeting Minutes –March 25, 2024: Vice Chair Moorehead motioned to approve the meeting minutes of March 25, 2024, seconded by Member Joly, motion carried.
3. New Business:
 - i. June Meeting: Vice-chair Moorehead motioned to hold a Special Meeting, on Monday, June 10th, at 5:30 pm prior to the festival, providing for opportunity on any last-minute items for the event, seconded by Member Reid, motion carried.
 - ii. Food Vendor/Musician Lists: Chair Sullivan shared he made a couple of google documents to list extra Food Vendors/Musicians for future events. They are available on the Putnam Arts Council Gmail so all can work on as a collaborative.
4. Old Business:
 - I. Arts and Crafts Festival 2024:
 - i. Sponsorships: Putnam Area Foundation donated \$1,500. Sponsorship flyers were dropped off at the recent Putnam Business Association meeting.
 - ii. Team Updates:
 - a. Marketing: Beth gave an update. She went down the list of items on the marketing budget line for line. Member Soroka will record the WINY radio ads. Testing was done of Google Ads, good to go. Laura to order 25- 30 signs, posters will be put together, ads will be put together. Member Soroka started Face Book ads. Jackie to give Denise Geeza a heads up the Arts Council will be co-organizer of Facebook ads.
 - b. Call to Artists: 70 have been accepted, 44 have paid. Deadline for payment is May 20th. Artist agreements to be emailed to Jackie.
 - c. Music: Member Reid reported all is set. W-9s will be gathered and emailed to Jackie.
 - d. Food/Drink: Member Soroka reported Baker's Dozen has come forth to provide coffee/pastries each morning for vendors/volunteers. She inquired if the food truck vendor had submitted his vendor permit application. Mary Ann or Jackie to check to see if two of the Town's urns can be used for hot water for tea.

iii. Other:

- a. Event timeline: timeline in packet was reviewed. Scott Moorehead to assist with final tent layout, gathering volunteers were discussed.
- b. Parking: Vendors may park in grass on side of Complex. Gravel lot is also an overflow area.
- c. Shuttle: the idea of attendees being shuttled was shut down. Still looking into the possibility of vendors being shuttled to and from another parking area due to the number of vendors having doubled compared to last. Mary Ann to reach out to 82 -84 Providence Street, listing agent for possibility of parking there.
- d. Map: map in agenda packet demonstrates a tentative sketch of booth tent positions, Welcome table, demonstration tables, sponsorship booths, Pluck-A-Duck, Last Green Valley, Sawmill Pottery, Art Guild etc. Next meeting will have final numbers of Artists etc.

III. Pluck-A-Duck: Tickets were dropped off at ECD office.

III. Name Badges: on order

IV. Wings and Wine: Event name changed to Flutter and Sip. The Complex Theatre will host the event on Saturday, September 14th @ 2pm.

V. Cultural Coalition: Member Moorehead attended. The event focused on how important Arts is for Economic Development growth, economy of the local shops/restaurants etc. State of CT Arts and Cultural representative plans to come meet with ECD, local shops/restaurants etc.

IV. Corridor Gallery:

i. Upcoming shows/Date Change: Janet McDonald's reception is on May 9th at 5:30pm to 7:30pm, here at the Complex. Next show will be the Five Senses of Women displayed in July, August and September. Last 3 months will be Jonathan Fritz.

5. Public Participation: None

6. Adjournment: * Member Soroka motioned to adjourn, seconded by Member Johnston, motion carried.

Meeting Adjourned at 6:40 pm.

*Vote Required

2024 MAY - 2 P 4: 35
Jana Soroka
TOWN CLERK - PUTNAM CT