

**Town of Putnam
Arts Council Meeting Agenda
The Putnam Arts Council will hold a Regular meeting on
Monday, November 25, 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/89682642824?pwd=GBDb4hhz8rnaUACVa5PD1HgfdhNEhs.1>

Meeting ID: 896 8264 2824

Passcode: 8D5v71

or

Dial by your location

• +1 646 558 8656 US (New York)

Meeting ID: 896 8264 2824

Passcode: 358417

1. Roll Call:
2. Approval of Meeting Minutes – October 28, 2024*
3. New Business:
 - I. PAC Mission review
 - II. Small Business Saturday
 - III. Public Art Plan
4. Old Business:
 - I. Scholarships/Grants 2024
 - II. Art Heist
 - i. Timeline
 - ii. Dates
 - III. Email List/Contact Server
 - IV. Bus Trip to Isabella Stewart Gardner Museum, Boston
 - V. 2025 Fine Arts and Crafts Festival
 - i. Planning Group
 - ii. Sponsorships
 - iii. Changes from last year
 - iv. Call
 - VI. Bradley
 - i. Seminars
5. Corridor Gallery
 - I. Upcoming Shows
 - i. Art Guild Northeast (January 13 and March 16, 5-7 pm)
6. Public Participation:
7. Adjournment*

* Vote Required

Town of Putnam
Arts Council Meeting Minutes
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In person at Putnam Municipal Complex, 200 School Street, Putnam, CT
Community Room 112
or via Zoom at

<https://us06web.zoom.us/j/81643036322?pwd=fOjEn1405ACCjrYad8UzbWcn3442le.1>

Meeting ID: 816 4303 6322

Passcode: 2bupGH

• +1 646 558 8656 US (New York)

Chair Sullivan called the Meeting to order at 5:40 pm.
Internet connection was lost at the beginning of meeting.

1. Roll Call: Chair David Sullivan, Vice-chair Laura Moorehead, members Beth Johnston, Carmine Angeloni, and Oliver Ian Williamson.

Town Reps: ECD Administrative Assistant Jackie Lefevre, ECD Director Mary Ann Chinatti.

Absent: Members: Julie Reid, and Elaine Turner.

2. Approval of Meeting Minutes – Regular Meeting Minutes of September 23, 2024*: Motion made by Vice-Chair Moorehead, to approve the September meeting minutes, as presented, seconded by Member Angeloni, motion carried.

3. Old Business:

I. Scholarships/Grants 2024: Chair Sullivan reported, to date, 1 grant application and no scholarship applications have been received. AA Lefevre to email scholarship information to Principal Heather Taylor at Putnam High School.

II. Business Cards: No update

III. Art Heist

- i. Date Approval / Insurance: Date of Saturday, March 08, 2025 was approved by Board of Selectmen at their Monday, October 21, 2024, meeting. A current insurance certificate has been provided to the building owner of 112 Main Street, where the event will be held. Member Johnston provided a brief explanation to new member Williamson on how the Art Heist works. An email from Elaine Turner was shared regarding her availability and participation in the Art Heist. Elaine can hang art at Jewett City Savings Bank, Arts and Framing, and the Courthouse Restaurant. She will not be in town during the date of the event unable to assist with take-down and set up.

- ii. Starting & Deadline Dates VC Moorehead and member Johnston to coordinate on the starting/deadline dates from last year's heist, regarding the call and report back to the Council next month.

IV. Email List/Contact Server: Chair Sullivan pulling list together

V. Bus Trip: An updated listing of museums was reviewed, consensus to focus on a trip to the Isabella Stewart Gardener Museum in Boston in spring. The consensus agreed to focus on Sunday, April 6, 2025, tentatively leaving Putnam at 10 am return 5 or 6pm, depending on the actual times a bus is available that matches the hours of the museum. VC Moorehead to find out if the museum honors reservations and receives payment at the door. Chair Sullivan to gather information on bus availability and pricing.

VI. Bradley:

- i. Seminars: Upon discussion, it was agreed to come back to this within a month or two.
- ii. Flex Passes: Member Johnston shared how the Flex passes would work. They could be used as an incentive to get Artists to donate works to the Art Heist, and for participation in the 2025 Arts Festival, utilized for a raffle, or a couple could be placed in the runner-up basket at the Arts Heist.

VII. Public Art in Putnam: EDC Director walked the Downtown area with former PBA coordinator Sheila Frost. They passed each spot where there once was a tree. Public Art may be utilized in lieu of trees; however, August and March still want a tree in front of its business.

VIII. Expiring Member Terms November 30, 2024

- i. Laura Moorhead and Beth Johnston: Both were reappointed at the October 7, 2024, Board of Selectmen meeting and both have been sworn in.

4. New Business:

I. Arts and Crafts Festival 2025: Next meeting set date for call for artists. Chair Sullivan shared Café will charge \$ 250 pr. call, \$ 120 for annual subscription renewal. Annual website domain subscription will be \$ 370.

- i. Planning Group: to be discussed at future meeting.
- ii. Sponsorships: Chair Sullivan to reach out to Putnam Area Foundation and Sawmill Pottery, member Johnston to reach out to the NECT Art Guild and Member Angeloni to reach out to the Byrnes Agency. A motion made by member Angeloni, to keep sponsorship dollar amount levels and description of what sponsors will receive for their sponsorships, the same as last year seconded by member Johnston, motion carried.
- iii. Changes from last year:
- iv. 2025 Meeting Schedule: * the 2025 Schedule of Meetings was presented in the agenda package. A motion made by VC Moorehead, seconded by member Johnston to approve the schedule of meetings, as presented, noting the board will meet on Tuesday evening in May due to Memorial Day falling on the fourth Monday in 2025, motion carried.

Vice Chair Moorhead left the meeting at 6:30 pm.

5.. Corridor Gallery:

- i. Upcoming Shows: Jonathan Fritz's reception, although nice, wasn't well attended. The Northeast CT Arts Guild will be featured January to March 2025; Tabitha Cummings-Fantasy Art – April to June 2025; Jean McNally Oils/watercolors from July to September; and Carmine Angeloni Photography from October to December 2025.

6. Public Participation; None

6. Adjournment: *: Member Johnston motioned to adjourn, seconded by member Angeloni, motion carried. Meeting Adjourned at 6:43 pm.

*Vote Required

Respectfully submitted by Jackie Lefevre

Putnam Arts Council Mission:

The mission of the PAC is to grow and support the creative sector in Greater Putnam to the benefit of a healthier, stronger community and more whole and sustainable economy.

Vision:

The PAC will achieve its mission by:

- Promoting the arts community
- Supporting local artists of all media
- Pursuing ways to create a more artistically vibrant area
- Celebrating the creative community as an economic force
- Educating on the benefits of the creative sector
- Increasing access to the arts for the Putnam community

The PAC will also serve as a liaison between the arts and businesses, government, and educational institutions.

We believe that by following the mission and the steps laid out we will enhance cultural development, quality of life, and the economic vitality of Putnam.

Rules and Obligations:

- The Putnam Arts Council will follow those rules and regulations as laid out in the Putnam Town Charter
- The Putnam Arts Council (PAC) is an appointed council of electors composed of citizen artists, educators, and art enthusiasts.
- The term of appointment of each member is 5 years. All members shall serve until their successor has been appointed.
- In January of each year the PAC shall elect a Chair-person and Vice-Chair Person for the calendar year.
- Members who are not fulfilling their obligations to the PAC may be asked to step down from their position and/or recommended for removal to the Mayor and Board of selectman due to their lack of performance of an official duty

Member Obligations:

- Members are expected to attend and participate in both monthly and special meetings.
- Members are expected to miss no more than 4 or ¼ of meetings whichever is fewer per calendar year.
- Expected to participate and volunteer in PAC sponsored events outside of meetings
- Promote the creative industry of all venues not only those mediums and organizations of which the member is involved.
- Members are expected to engage with and support the creative sector in Putnam
- Members should believe in and support the PAC Mission statement

Public Art Plan – Placemaking in Putnam

Small Town. Big on Art.

Visual Arts	
Architecture	• Historic tour of Putnam for different century houses/buildings
Ceramics	•
Drawing	•
Filmmaking	• Local film festival
Painting	• Adopt-a-parking spot • Stairs between Kennedy Dr. Parking Lot to Bank • Square at intersection of Main St. to Route 44 • Box Car Museum • Farmers Market Pavilion • Electrical Panels • Public Restrooms • Crosswalk Area • Railroad Bridge/Underpass
Photography	• A contest for the best shot around town
Sculpture	• Sculpture walk along river trail • Sculptures in Downtown
Literary Arts	
Fiction	• Local Author Nights • Children’s authors night
Drama	• Opera night at the Bradley ○ Partner with dress shop for gowns
Poetry	• Spoken word coffee house night • Poet Laureatte
Prose	• Creative writing workshop
Performance Arts	
Dance	• Putnam dance show at Bandstand
Music	• Summer concert series, including local musicians • Local high school music group competition
Theatre	• Musical theatre nights, movies in the park

Task	2024 Task Date	2025 Dates	Assigned to
Select a venue	December	November	
Select dates (event, registration, drop off, hanging)	December, January	November	
Get insurance for venue	December	November	
Determine how work will be collected	November	November	
Determine how work will be displayed	November	December	
Create Call invitation/communication	January	December	
Create Ticket Sale invitation/communication	January	January	
Create Logos, ads, animation for call and ticket sales.	January	December	
Create Call marketing campaign (FB/IG Posts, boosts, other?)	January	December	
Create Ticket Sales marketing campaign (FB/IG Posts, boosts, other?)	January	January	
Create Registration and photo upload page	January	December	
Create and test Payment page	January	January	
Find MC	January	December	
Collect donations	January, February	January	
Check donation registrations, images, send thank you confirmation, upload image to donation page	January, February March	January, February	
Determine if enough donations have been received to have the event.	January 27	January 27	
Post images of artwork online. Label with name, size, medium, title	Feb 3	February	
Make ticket page visible	Feb 4	February	
Hang at local venues	Feb 6	February	
Confirm emcee	Feb 6	February	
Determine the flow of the evening (timing, how to select tickets, how to keep flowing, etc)		February	
Email drop off reminders for Donations	Feb 10	February	
Email thank you to donors (for tax purposes)	Feb 10	February	
Email thanks/confirmation to ticket purchasers	On Going	On Going	
Monitor ticket count and Hide ticket page when donation count is reached.	On Going	On Going	
Print tickets, Labels for artwork, ticket holder list, list of artwork for ticket holders.	March 7,8		
Collect artwork from local venues	March 7,8		
Collect sound system, tables, tablecloths, gridwalls, pedestals, bubble wrap, tape, "bowl" for tickets.	March 7,8		
Purchase refreshments	March 7,8		
Set up displays, tables, sound system, refreshments at venue	March 9 (start at 2pm?)		
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		
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	• Costume making, set design
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Opportunities
• How do we connect Downtown to Price Chopper? • How do we make all of Putnam more Walkable/bikeable. And that be desirable. • Historical significance ○ Tell the timeline of Putnam, the flood. ○ Thread spools, buttons, silk • Native American influence • Thinking about innovative decision making in terms of art • How can we normalize a procedure for shows at the bandstand • Create an inventory of all public art in town

Youth Involvement
• Slime making
Senior Involvement
• Memory loss, dexterity • Rock painting • Sculpting classes for beginners

Art and Health
• Yoga, stress relief • How could this be helpful to Veterans? ◦ Reach out to Danielson Veterans Coffee House • Bring in art therapist • Sound therapy
Art and Earth
• Creating sculptures out of greenery ◦ Recruit local gardener and artist teams • Town Flower Beds around Downtown
Art and Food
• Plating contest for local restaurants (involve local potters?) • Drink design

Events
• Putnam Fine Arts and Craft Show • Putnam PRIDE • Putnam ART Weekend. Events around town, demos, close main street. ARTakover • Sculpture walk/invitational in rotary park • Creatives Cocktail hours • Holiday Sales • Art Swaps • Arts and Culture Events

Call Listing Details

The Putnam CT Fine Arts and Crafts Festival will be held on June 21-22, 2025, and will feature the work of 40+ fine artisans, including painting, pottery, photography, jewelry, glass, and so much more. Visitors can enjoy live musical entertainment, and the grounds are just a short walk from Downtown Putnam with more local award-winning shops, galleries, and local food options. We encourage seasoned or new artists/artisans from New England, New York and New Jersey areas who create high quality work to apply.

Small town. Big on Arts!

Location: Putnam Municipal Complex Green, 200 School St, Putnam, CT 06260

Date & Time: June 21st and 22nd 10am – 4pm

Long Description

The Putnam CT Fine Arts and Crafts Festival will be held on June 21st and 22nd, 2025, and will feature the work of 50-60 fine artists/artisans from New England, New York and New Jersey, including handmade, original painting, pottery, photography, jewelry, glass, and so much more. This is an outdoor festival and we encourage seasoned or new artists/artisans who create high quality work to apply. Visitors can enjoy live musical entertainment, and the grounds are just a short walk from Downtown Putnam with more local award-winning: shops, galleries, and numerous fine restaurants.

Small town. Big on Arts!

The mission of our host, the Putnam Arts Council, is to increase, support and promote cultural development and access to the arts, culture and heritage in order to enhance the quality of life and economic vitality of Putnam.

Dates and Deadline:

Call Open Date	January 1, 2025
Application Deadline	March 31
Notification of Acceptance	Rolling, by April 26
Artist Agreement Deadline	May 26

Cancellation Deadline	May 26
Booth Setup	June 20, Noon-7pm, June 21, 7am-10am
Event Date	June 21 and 21, 10am-4pm
Booth Breakdown	June 22, 4pm

APPLICATION REQUIREMENTS:

All applications must include Artist name, medium, description of work, price range of artwork for sale, and 5 images. Of the 5 images, one **MUST** be of a booth shot, an image of a fully set up fair-ready booth.

Rolling Acceptances: Applications should be submitted by March 31, 2025 Applications will be evaluated and accepted starting with the opening of the call until we reach our capacity of 60 artists. The call is open to all artists 18 years or older.

Artists will be notified by email upon acceptance. Accepted artists will be required to pay \$125 booth fee upon their agreement to show at the festival by **May 26th, 2025**. Available payment options will be made apparent at time of invitation.

Booth Space:

Each artist will have an assigned booth space, marked out by the Town. Upon arrival, artists will be guided to a drop off spot and then parked. The space allows for a 10'x 10' canopy. All boxes and packing materials must be hidden from view. Artists are responsible for keeping their area clean, including during tear down at the end of the day. Trash barrels will be available.

The grounds will be open to exhibitors Friday, June 20, 12pm-7pm and Saturday morning, June 21, 7am for setup. Booth setup must be complete by 9:45am on both Saturday and Sunday. Exhibitors cannot start the breakdown of their booths until the end of the event at 4pm.

- Size: 12 x 12 space will be provided for a 10' x 10' Canopy, with space in between each setup.
- Payment: \$125 due at time of acceptance to festival
- Town of Putnam provides only the physical space for booths.
- Exhibitors are responsible for providing tents, tables, or canopies for displays. No electricity is provided, generators are NOT allowed. There is no WIFI.
- Tents and all materials must fit in the assigned booth space.
- White tents are preferred.
- Artists must provide their own booth signage.
- The venue has an irrigation system.

- You will NOT be able to drive to your location. There will be volunteers and carts both motorized and non-motorized to help assist getting your materials to your booth
- Tents may NOT be anchored to the ground with spikes. Tents must be weighted down and artists must provide their own weights. Vehicles cannot drive on the lawn.

Rules:

- All work must be designed and crafted by the applying artist.
- All products for sale must be original or part of a limited edition, hand-crafted, and well-executed.
- If part of an edition, pieces must include the number of the piece and the total number of prints in the edition.
- The Putnam Arts Council will not accept commercial goods for resale, kits, imported or consigned goods.
- We ask that all your work be family-friendly and not exhibit anything that could be interpreted as racist, sexist, homophobic, transphobic, or otherwise offensive.
- We reserve the right to ask an exhibitor to pull any merchandise we feel could be construed as offensive.
- The festival is drug-free. No smoking is allowed in or near artists' booths.
- Acceptance is non-transferable. Booths cannot be split.
- All artworks shown must be for sale. All prices must be clearly marked.
- Artists are responsible for paying sales taxes in accordance with Connecticut Department of Revenue Services. CT Sales Tax is 6.35%

Eligibility Criteria

Work must be categorized into one of the following:

Drawing	Fiber
Folk-art	Glass
Jewelry	Leather
Metalworking	Painting
Paper	Photography
Ceramics	Printmaking
Woodworking	Mixed Media
Other	

- Please note, if more than 50% of the work you'll be displaying is jewelry, please apply in the jewelry category.
- Artists may only exhibit works in the media they were juried into. Items must match type & quality submitted for jurying.

- You may apply in up to 2 categories, but please only submit one application per category.
- We reserve the right to change the designated category if we feel another category better represents the work in your application
- Artist(s) must attend the entire Festival.
- No work by non-juried artists is allowed.
- Work Must be handmade by applying artist

Media Coverage:

A comprehensive promotional campaign will incorporate many different forms of media including radio, periodicals, banners, posters, online listings, and social media. The Putnam Arts Council has a Facebook and Instagram page which we invite you to join/follow, and request you share the event with your community. By submitting an application to this festival, you are agreeing to allow use of your images in promotional materials.

Jury Process:

Jurors review and score every application based solely on the photos and artist statement submitted. As such, it is highly recommended that you use high quality, current images of your work. The process is blind; the jury does not see names, websites, whether you've previously exhibited, etc. Applicants will be reviewed as received and will be notified on a rolling basis until the **desired** amount of participants are chosen. Artists will be notified via email and results will be posted at our website www.putnamctartscouncil.com.

Waitlist Policy:

A waitlist will be developed based upon jury scores. Exhibitors placed on the waitlist will be notified via email. If cancellations are received, the waitlisted exhibitor will be contacted and given the opportunity to accept/decline the invitation.

Weather:

This is an outdoor festival and will be open rain or shine. All exhibitors are expected to have their booths up and open during the entire day. Exhibitors should be prepared to protect their work in the event of rain or wind, **as well as have their tents well secured**. If the weather turns severe, the Putnam Arts Council reserves the right to close the show for safety reasons.

Refunds/Cancellations:

100% of booth fee will be returned upon written receipt of cancellation before May 26, 2025. After May 26, NO refunds will be given.

ORIGINALITY

Artwork must be created by the applicant. All work must be original or part of a limited edition. If part of an edition, pieces must include the number of the piece and the total number of prints in the edition.

SUBJECT/CRITERIA

Images must not depict nudity, profanity, or violence as the event is in a public, community space. By signing this document, you acknowledge and understand The Putnam Art Council reserves the right, in its sole discretion, to refuse entry to works that do not fit its community standards.

Notification of acceptance/decline will be made by email; therefore, applicants must have a valid, working email address. Please be sure to adjust your email settings to accept messages from the CaFE system to prevent your notification from going into junk mail or your spam folder.

The \$10 entry fee is non-refundable.

Participation Liability Waiver: By submitting this Café online application for Putnam Ct Fine Arts and Crafts Festival the participant agrees to the terms and conditions of this participation liability waiver.

1. I the Artist as participant am at least 18 years old.
2. Artist understands that this is a call for submissions. While all submissions will be considered, there is no guarantee the work will be accepted or shown. The Putnam Arts Council has the right to cancel the event. If work is accepted, Artist agrees to complete a full contract with the organization.
3. RULES OF CONDUCT: All artists are expected to conduct themselves in a professional manner. Any unruly conduct, refusal to follow rules or damage to property will be considered grounds for expulsion from the artist and risk loss of final payment. Artist is fully responsible for any damage to Town or Private property.
4. All participants are responsible for their own replacement, comprehensive and liability insurance. Applicants must obey all pertinent safety codes, laws, including but not limited to, fire, safety and parking regulations.

By submitting an application for the Putnam Ct Fine Arts and Crafts Festival I warrant that I am of legal age and that I have read and fully understand the foregoing terms of participation outlined in this application. Upon acceptance into the festival all participants will have to return a signed copy of an Artist Agreement and \$125 booth fee that will be sent out at time of invitation.

Artists may be required to submit additional liability materials to the Town of Putnam at the time of booth payment.