

**NOTES FROM A MEETING
OF THE
NEWBURGH ARTS & CULTURAL COMMISSION
HELD ON MAY 10, 2006 AT 7:30PM
IN THE TRUSTEES ROOM AT MOUNT ST. MARY COLLEGE**

Attendance:

Garin Baker (GB)	Karen Heroy (KH)
Kippy Boyle (KB)	Jim Hoekema (JH)
Clayton Buchanan (CB)	Thomas Knieser (TK)
Peter Cody (PC)	Stuart Sachs (SS)
Natasha Cotton (NC)	Kevin White (KW)
Beth Ann Gilmore (BG)	Martha Zola (MZ)
Torrance Harvey (TH)	

Also:

Sara Pasti (SP), Consultant & Recording Secretary
3 Guests: Denato Sarecino (sp?); Rachel Witcomb (sp?); Frances Cott

Welcome and Approval of Minutes from Previous Meetings

The meeting was called to order by GB at 7:30PM. Commissioners and Guests were invited to introduce themselves.

GB asked for input on notes from the previous meeting. He also asked whether Commissioners felt comfortable printing out minutes from each meeting on their own computers and bringing those minutes to the next meeting for review and approval, rather than having the Chair make copies of minutes for each Commissioner. The Commissioners agreed to print out their own minutes.

RESOLUTION

GB moved, KW seconded and the Commission unanimously approved notes from the previous meetings.

GB indicated to the Commission that he and KW, the Commission Vice Chair, had agreed to alternate the facilitation of Commission meetings and asked whether the group felt comfortable with this proposal.

RESOLUTION

GB moved, PC seconded, and the Commission unanimously approved the alternate chairing of meetings by the Chair and Vice Chair.

Election of Commission Secretary

JH, on behalf of the Nominating Committee, indicated that several nominations for Secretary had been received but that NC was the only nominee who had agreed to have her name placed on the ballot.

RESOLUTION

GB moved, MZ seconded, and the Commission unanimously approved the election of Natasha Cotton as Secretary to the Arts & Cultural Commission.

NC agreed that she would keep a record of the Commission's proceedings, issue meeting notices and serve as corresponding secretary with regard to the Commission. In the absence of a city supplied recording secretary, she agreed to record meetings and take minutes as indicated in the Commission's By-Laws.

Communications Protocol

The Commission discussed the process of communication among Committee members and with the Commission. SS indicated that Yahoo maintained a Chat Room function that this site, if used by Committees and the Commission, would keep a history of all communications among members for viewing by any Commissioner. He indicated that this and other services offered a shared on-line work environment that would not only allow Commissioners to review Committee communications but also allow Commissioners to post documents and information for review. Each Commissioner could be given a password to allow him or her access to the Chat Room site.

JH agreed to contact Vince Begley regarding the hosting of a Chat Room by Mount St. Mary College. He also agreed to do additional research as needed and to report back to the Commission at its next meeting.

GB requested that a poll be taken to ascertain the Commissioners' interest in (1) having access to all e-mail communications between Commissioners, including Committee communications, if the Chat Room technology can be made available and (2) receiving copies of all e-mail communications between Committee members. Four Commissioners indicated their interest in receiving copies of all e-mail communications. The majority indicated their interest in having access to e-mail communications if the Chat Room technology could be made available to them.

A vote was taken among the Commissioners regarding the viewing and receiving of e-mails until such time as the Chat Room technology could be made available. A majority of the Commissioners (7 out of 13 present) felt that it was not necessary to see all e-mails between Committee members but only those pertinent to the entire Commission or to Committees of which they were members.

Committee Decision Making

The group discussed whether Committees were empowered to decide issues independently, or whether they would be required to come to the Commission before taking action on issues. The group reviewed the role of the Committees, which is to divide up the work of the Commission so that it can be accomplished more efficiently. The group also discussed the role of Committees in undertaking research and developing work products to be brought back to the Commission as a whole for review and approval.

The group agreed that Committee work plans should be guided by the Commission-approved First Year Goals. Several Commissioners indicated that if responsibilities or

actions to be undertaken by a Committee were reasonably within the approved scope of work for the Committee, then there was no need for Commission review prior to taking action. Commissioners also agreed that issues of substance or issues that might be considered outside the approved scope of work should be brought to the Commission for review. Commissioners also agreed that if a short time frame for decision making made it necessary for a Committee to receive Commission approval prior to the next scheduled meeting, the issue to be decided should be forwarded to the Commission Chair for circulation to the Commission as a whole.

RESOLUTION

TK moved, MZ seconded and the Commission unanimously approved the following Committee protocol:

Committees can independently undertake fact finding research or act on small, urgent issues reasonably within the purview or approved scope of work of the Committee, but must bring larger issues or policy decisions to the Commission for approval.

Protocol for Official Meetings

The Commissioners agreed that when individual members of the Commission met with City officials, those officials should be notified that no decisions could be made at the meeting, and that information resulting from such meetings would be brought back to the Commission for discussion and decision making.

Several Commissioners indicated that an idea or opinion stated in public by a Commissioner could be easily misconstrued as being representative of the opinion of the Commission as whole. Because of this possibility, Commissioners agreed that when speaking individually at public meetings, Commissioners must state that they are speaking as individuals or citizens only—not as Commission members. Commissioners who speak individually at public meetings or express their ideas at brainstorming sessions are encouraged to inform the Commission of their participation in such activities.

Support Letter for St. Mary's Church

SS agreed to prepare a draft letter of support to be sent to the Commissioners by the end of the week (by May 12) for review and preparation of a final letter of support within one week (by May 17).

Committee Reports

PR/Marketing Committee

KH reported that Yellow Bird Gallery has proposed to host a kick-off for the Art Along the Hudson brochure on Tuesday, June 13th from 6-8PM. She indicated that each of the four participating cities had been asked to invite up to 50 people. KH asked Commissioners to send to her names and contact information for people who should be invited. She indicated that the City of Newburgh has contributed funds to the brochure and that the role of the Commission at this event is to indicate its support for the publication by attending the kick-off.

KH and KB reported that Newburgh's Last Saturdays event kicks off on Saturday, May 26th. Last Saturdays will run through October 2006.

Discussion was had concerning the Commission's participation in Newburgh's Memorial Day Parade and the making and funding of a banner for the Commission. Several banner proposals were discussed, including the possible sponsorship of a banner by Pepsi and the making of a banner from donated fabric. Frances Cott volunteered to assist by sewing a banner for the Commission. The group agreed that time was of the essence in making a decision.

RESOLUTION

SS moved, JH seconded, and the Commission unanimously approved letting the Committee make the final decision about the banner.

TH brought up the question of funding for the banner and for any other activity to be undertaken by the Commission. Discussion was also had regarding the design of a logo for letters and printed materials to be distributed by the Commission. KH indicated that the PR/Marketing Committee recommended that an open call be made for a logo, with a stipend to be awarded for the design.

JH recommended that prior to the Commission's issuing a call for logos, the City of Newburgh should be approached regarding the creation and use of such a logo. He indicated that the other commissions and committees of the City currently used the City of Newburgh's official logo for their communications.

KB and BG agreed to research possible restrictions on the \$2,500 contributed by Mr. Sculky to determine how these funds could be used.

TH stated that the Commission needed to launch a major fundraising campaign prior to undertaking any projects. He reminded Commissioners that the job description for the Commission included the raising of funds.

PC stated that before fundraising could begin each Committee should develop a budget to be compiled into an overall Commission budget.

A discussion was had relative to determining funding priorities. KW requested that the entire list of Committee updates be heard prior to any discussion of priorities.

Staffing Committee

CB reported on a meeting with the City Manager that was attended by CB, MZ and GB and SP. He reported that the group was told that the City had approved a part-time position with a salary of approximately \$35,000. He also indicated that the position was to be a Civil Service position and that the job description circulated at the previous Commission meeting was currently under review by the City prior to its submission to the Newburgh Civil Service Commission.

He indicated that the City Manager had asked the Commission to assist the City by providing a list of arts and culture job posting sites that could be used to locate qualified applicants.

Fundraising

GB indicated that fundraising was a priority and that he would make it a personal priority to create and seek approval for Percent for Art legislation as the key to long-term support for the Commission's activities.

TH agreed that fundraising was a priority but stated that Percent for Art legislation should be considered only a part of the fundraising activities to be undertaken by the Commission. KW and TH agreed to work with the Fundraising Committee to set a meeting date.

Education/Outreach

TH reported that the Education Committee had met and had come up with the following tasks:

- (1) Identify existing programs and needs
- (2) Identify how best to serve and support existing programs and meet needs
- (3) Locate finances to support programs and activities
- (4) Determine a process for supporting arts education programs and activities in Newburgh
- (5) Develop a vision and goals for the Education Committee
- (6) Put the City's "feet to the fire"
- (7) Develop a link between the arts and the education system and fundraising

CB has proposed sending out a letter to the approximately 25 arts and education organizations that have been identified in Newburgh introducing them to the existence of the Arts & Cultural Commission. CB reported that the Education Committee proposed to assist these groups by directing them to potential sources of support.

Committee members indicated that they were researching other historic districts across the country, including the District of Columbia's Historic District, for advice on how to proceed with using and promoting Newburgh's Historic District.

Special Events

NC presented a proposal for a Signature Concert to be held in mid-September 2006 using a major stage to be located on Broadway across from City Hall and a second stage to be located at the current Courthouse. Types of music to be presented include rock & roll, jazz, R&B, Gospel, among other styles. She also proposed using the second stage for Children's Events.

MZ indicated that prior to moving forward with this event a business plan and budget were needed. NC agreed to develop a business plan to send to Commissioners and to present to the Commission for discussion at its next meeting.

Nominating Committee

Members of the Nominating Committee will meet with Courtney Kain on Tuesday, May 16th at 6PM to review existing resumes and the City's outreach plans, and to develop an outreach plan to locate potential candidates for the Commission.

Meeting Schedule

The Commission discussed the location and frequency of meetings. The group agreed to continue meeting at the Trustees Room at Mount St. Mary College and to meet again in two weeks.

Discussion was also had concerning the frequency of Commission meetings. KH indicated that it was her understanding when she accepted her position as a Commissioner that the group would meet on a monthly basis. She notified the Commission that she could not continue to meet on a bi-monthly basis, but that she would continue to attend meetings on a monthly basis.

RESOLUTION

SS moved, KW seconded, and a majority of the Commission members voted to continue meeting on a bi-monthly basis for no more than six (6) months. (11 votes for, 2 against)

The meeting adjourned at 9:35PM.

Notes prepared by Sara Pasti.