

## **Albion Cultural Exchange Committee Meeting - Wednesday September 7th, 2022 - 7pm**

Attendees: Chris, Joy, AnnMarie, Doug, Kathy, Tracy

### Meeting Minutes:

- 1.) Review/Approval of previous meeting minutes: Meeting minutes for June are pending
- 2.) Donna Murphy has resigned from the ACE committee:
  - The committee thanks Donna for her service and wishes her well.
- 3.) Building Maintenance
  - KMA Associates - Accessibility options review - sloped walkway and door etc. Document review is next step. Chris to share documents shortly with committee for review and to determine next steps.
  - Correspondence - Zoning Board of Appeals: Chris send a letter with abutter concerns and conversation request. Nothing formal is known at this time other than the recent Item newspaper article.
  - Building next door 13-15 Albion attended meeting about future usage
  - Correspondence - Commission for Disabilities Issues – Chris has a pending item
  - Window cleaning maintenance (As funds allow \$700 approved pending March 2023 expected)
  - Rooftop Status Inquiry with DPW: Future rooftop patio
  - Fire Alarm Panel Inquiry/Conversations with DPW - replacement soon? Future projections/activity
    - Concern about how periodic alarm going off will impact the upcoming show in October.  
– Joy / Chris to follow up with Ann Waite.
- 4.) Events
  - October 2022: Creatures & Critters Show - Wakefield Arts Collaborative
  - December 2022:
    - Arts Collaborative Sale Dates – Friday and Saturday, 12/3 – 12/4
    - Holiday A Cappella
  - April\May 2023:
    - Bring the Good 2023 – Reschedule targeted for Friday April 21, 28 & May 5 (Cinco De Mayo)
      - Idle Hands Brewery Collaboration - Beer Sampling 4 Sale
      - Comedy Show with Paul D'Angelo, Comedy Workshop
  - No other events on the calendar, or submitted, for rest of 2022 or into 2023.
- 5.) Promotion – Kate G Podcast recorded on April 22 - available now online
- 6.) Funding, Gifts & Donations
  - Current status:
    - Construction Fund Accounts \$50,000 (Accessibility funding via 2 separate \$25K earmarks)
    - 20% progress payment made to architect
    - \$70,000 (ARPA Funding)
- 7.) Chairperson Focus Items for 2022 - 2023 Event Year (September to August) – See Draft below
  - Target a date in early November at ACE building for discussions on the future of ACE
- 8.) Un-anticipated topics
- 9.) Adjournment

Chris's Initial DRAFT:

ACE Master Plan

- Summary: Evolving building into 3 story Arts Incubator. (MAPC Study 2017)
- First Floor Gallery and Event space. (Evolving design & Accessibility Compliance)
- Second Floor Artist Workspaces for rent. (5 Spaces & Office projected)
- Basement Classrooms & Maker Space

Strategic Goal: Evolve Building Operations into Non-profit Structure

- Tactics: Define a Non-profit structure to manage the building and events. Implementation goal by Summer 2023 - Contract with Town Counsel.
- Desired Outcome: New Nonprofit Organization - (1) Manage Building Events, (2) Manage building maintenance (Town & other service providers), (3) Manage Artist Loft Leases (4) Manage privately funded capital projects

Operational Vision

- Nonprofit & Municipality run facility leveraging the benefits of both municipal and non-profit management. (Grant Funding, State Ear Marks etc.)

Future Programming & Building Management (Non-profit Manager)

- Membership Management (People want to be able to "join" ACE and be a member, confusion with Arts Collab and other groups as to how things work over past years)
- Program Development (Show Concepts and usage scheduling)
- Building Management (Independent Manager to monitor Maintenance, DPW work, outside contractor work)