

Janet King
ASST.
ORLEANS TOWN CLERK

**ORLEANS CULTURAL DISTRICT
MINUTES**

Monday, June 26, 2023 – 5:15 p.m. Skaket Room

1. Call to Order: Paul Shorthose, 5:20 p.m.
2. Attendees: Joanna Keeley, Paul Shorthose, Clare O'Connor-Rice, Louis Yarmosky, Debbie Winnick, Karen Pierson, Bonny Campbell-Runyon [via zoom], John Didsbury
3. Approve Minutes: June 6th, 2023 – no minutes from June at this time....will be available soon and voted next month
4. "Potential" new member introduced - John Didsbury - originally from RI...waiting to be confirmed as new committee member – musician, loves the arts...Cape resident for more than 50 years, new to Orleans, looking to get involved
5. Report of Treasurer: Louis Yarmosky – deferred to Budget discussion later in meeting
6. Currently Committee has 3 grants running concurrently
 - \$10,000 from Town will be available 6/30/23,
 - Town will open new account 7/1/23
 - \$17,500 -under discussion in this meeting
 - In general, State grant funds are to be spent or encumbered by June 30th
7. Orleans Committees Reps meet with SB Liaison -1st Thurs. 9-10 a.m. each month – helps with collaboration between committees –Debbie Winnick & Louis Yarmosky will attend in July
8. Pop Up Live Music Updates: AFCC Grant/MCC Grant
 - i. The last Spring '23 Pop Ups – Movimento will be July 1
 - ii. We have hosted 57 live music or dance performances in past 2 ½ years – average of 2 musicians per event, committee

requested a total number of performers – Joanna Keeley will provide this data

- iii. Treasurer requested that all musicians have W-9 submitted before their performance – this is requested, but not always easy to obtain...all efforts will be made going forward
 - iv. Fall Series-Live Music Pop Ups '23 – All funding for this series will be through the CDI MCC 15K grant which will be encumbered at this meeting
 - v. Committee has joined AFCC so our events can be posted – we need social media manager to post on their website – going forward. Discussion: all printed material should include AFCC logo, even if they don't [officially] fund a series as they are supporters of the District – “Friends of the District”
9. Academy Players: July 2nd- 7 p.m. Parish Park – PR ready today....rehearsals ongoing at Firehouse – a “first” for Open Outdoor Rehearsals to happen outside at Parish Park on Main St.
10. Display Case for Cultural Assets- Paul – Permanently located on the front facade of the Old Firehouse Community Building - Paul is working on poster, includes updated list of assets, QR code for OCD website, photos, pop-up calendar – include logos of all District sponsors - will photos survive or will they fade in the sun? Joanna thinks it is well shaded and sun won't be a problem....Paul will print some and give it a try – Board area will be painted bright blue.
11. Old Firehouse - Scheduling for the public space and oversight will be managed by the Town and is in transition. The Cultural District will continue to offer programs and events in the building. [see #15 below]
12. Update of Cultural Assets List -Debbie – completed and ready for sending to printer for brochure re-print

There may be additional assets/additional categories to include – should be a Fall conversation – if there are additions made it might need that the next reprint should be a tri-fold

Should we print posters with our QR code and post around town? What we eventually want are links on our assets websites back to our website – in the meantime, committee agrees that we should print “Paul’s” poster in smaller size and then distribute/post around town

13. Social Media Mgr. Guidelines – Bonny & Joanna worked on guidelines based on conversation at last meeting – sent to all members today [attached to these minutes] – reviewed by social media consultant [her comments also attached to these minutes] Joanna will send electronic versions for distribution –

Reminder: it is the responsibility of all committee members to help like & share social media posts & send social media manager ideas, photos, etc.

We need to use the gmail mailing list to reach out to attendees – Debbie will send an email to all who have attended pop ups with final session & reminder for Fall

14. PR – we need to have PR materials earlier and be consistent to get info out to community – will Kirsti take lead on oversight of outreach & PR?
15. Scheduling Old Firehouse Community Building – as of June 30th the Town will take over mgmt. and scheduling...committee will continue events, and will need to submit scheduling forms – Joanna meeting with Town staff member responsible for the building. She will ask for storage in the building for District display and event materials.
16. MCC FY 23 - Festival Grant: Allocations: Due 6/30/23 Funds need to be encumbered

2 MCC Grants - documentation attached – detailed discussion of encumbered items line by line. After committee discussion, Joanna will present to George Meservey, Town Planning Department and then submit to MCC.

\$1,074.87 remaining in \$17,500 budget to be allocated at this meeting.

Discussion items re: MCC grants:

discussion of public posting sites around town....where can OCD posters be posted? Paul will look around town and create a list of where flyers can be posted – Depot Square/3 post offices/More....?

Need to get committee members up to speed on budget items as it pertains to their efforts to complete OCD “tasks”- individual committee members should be tracking expenses ... if yes, how? There is no reporting going forward committee members need project budgets and reports

discussion of amount to spend on social media funding for July/August – Social Media Manager tasks will be reviewed

Idea for new Cultural Assets Community Outreach Program – Bonny will coordinate with Social Media Manager to create social media “blast” around common “events” sponsored by assets around town and retail operations – project budgeted for \$400, discussion to add an additional \$200 – Committee asking for a proposal of how this would move forward

Action: Add Link to committee presentation to Select Board...Debbie Winnick will contact Mia for details on how to post on website

Bonny: asking that we work to include more diversity in musicians, fewer repeats for Fall – do committee members have ideas? Suggestions? Contact AFCC?

Conversation about the ongoing use of Old Firehouse as the building scheduling returns to the Town – how will committee be able to use the space? Costs?

Bonny: suggests that our priority to be to fill the Old Firehouse with cultural activities – all ages – workshops/after school program

Karen – concerned about the seasonal lighting project & light sculptures not working – how can we re-activate these projects? Can DPW make it happen? What will it take? Let's get it working...Karen will contact DPW

Claire – suggests we encumber more funds from this grant for afterschool programs and funds from the Town allocation for lights

Motion: approve grant budget as amended – Clare, 2nd Louis

Voted: unanimous

Motion to adjourn, 7:10 p.m.: Clare, Louis 2nd, **voted:** unanimous

Next Meeting: Aug. 01. Town Manager Kim Newman visit.

3 attachments

Submitted by Debbie Winnick

7/13/23