

RECEIVED FOR FILING

East Haven

DATE 09/15/2023 TIME 4:53 PM

TOWN CLERK'S OFFICE

EAST HAVEN, CONN

*Lisa Balter*

TOWN CLERK

## East Haven Arts Commission Minutes

August 15, 2023, 7:00 PM

Hays School

PRESENT: Chairperson Cindy Genzano

Director Michael Moore

Director Mike Enders

Director Debra Giordano

Director Kari Collins

Director Sharon Collins

Director Robert Genzano

Chairperson Cindy Genzano called the meeting to order at 7:09 p.m. Roll call was done and a quorum was present.

Item #2: Minutes Of Last Meeting

Director Mike Enders made a motion to accept the previous minutes; it was 2nd by Director Sharon Collins. All in favor.

Item #3 Financial Report

Director Sharon Collins explained that we currently have a balance of \$22,289.81. We still need to deposit the monies from the two shows and the check from the Town. Director Kari Collins set up a template so that we can provide a monthly report of deposits, expenses, etc.

Director Robert Genzano explained that we do not qualify for the CT Humanities grants as we have not been a non-profit for a year, so we can apply next year for this one. A grant was submitted to the CT Office of the Arts and we could get up

to \$5,000 but we will not hear until the 2<sup>nd</sup> or 3<sup>rd</sup> week of November. We also upgraded our definitions of demographic information so that we can apply for more grants.

#### Item #4: Email System Change

Director Kari Collins proposed that we change our email system since we have more than six people who can log into the email currently and it may present a security risk. She is suggesting using a different set-up in Google that would allow each member to have their own email within EHAC but it would be sent through their personal emails.

#### Item #5 Fall Festival will be addressed after the Committee Reports

#### Item #6: Executive Board responsibilities

Chairperson Cindy Genzano explained that we will need to hold nominations and voting for officers in September. We have yet to hold an Executive Board Meeting to discuss and explain the responsibilities required of each office. We will plan on meeting the first week in September to discuss this.

#### Item #7: Theater Committee

We had two wonderful shows. The attendance was slightly down for the younger show, but it may just be due to the fact it was a lesser known show. It was also noted that our biggest crowds for both shows was Saturday night. We also discussed the fact that we should try to start the whole process approximately 2 months earlier and we got a lot of new people involved this year and it was nice to have more support. Director Robert Genzano made a motion that we give the Production Manager an additional \$300.00 because she also took on the role of Costume designer for both shows; it was 2<sup>nd</sup> by Michael Moore. The motion passes with 5 yay votes as both Director Robert Genzano and chairperson Cindy Genzano recused themselves for voting on this matter. All in favor. A document defining the proposed amounts to be paid to the contractors who will be paid stipends was passed out. The total amount to be paid out is \$15,500. Commissioner Michael Moore made a motion to accept the proposed stipends and to pay the contractors: it was 2<sup>nd</sup> by Commissioner Mike Enders. All in favor.

#### Item #8: Visual Arts Committee

Director Michael Moore explained that so far 9 people have signed up to display at the Fall Festival, we are hoping to get more applicants before our deadline. We will need to break down the display on Saturday night due to the Car Show needing the space and will rent a truck. Loading the truck will begin on Friday at 9:00 a.m. at Hays. We discussed paying contractors a rate of \$100 to set up and move the

displays. As for the Art Walk we only have 2 businesses signed up. We are going to increase our ads on social media to promote and see if we can get more interest for this event. We have already spent \$30 to promote the Facebook posts; we agreed to up it to make it a total of \$100.

#### Item #9: Fall Festival

We will set up a tent we will also have a slide show available. We will use our banners to advertise and do the picture frame and costumes. We also want to have the bracelets, but we are not sure where they are located yet. We will be purchasing a HDMI cable, extension cords and or adapters and more lights and reinforcing the frame for the pictures. A list of items and who will be providing them was set up as well.

#### Item #9: New Business

1. We received a note from Congresswoman Rosa DeLauro congratulating us on getting the grant and promoting the arts.
2. We received an email from Andrea asking if we would like to decorate the bulletin board between rooms 5 & 7. Directors Michael Moore and Debra Giordano volunteered to put up photos, articles, etc. We will find out what we need to do about the items from other organizations that are currently on display.
3. There is a meet-n-greet on the Shoreline Greenway Trail on September 23, 2023 hosted by the Chamber of Commerce at 10:00 a.m. It would be a great thing to network at so at least several members will attend.
4. Director Kari Collins asked if we can set up an Amazon account for EHAC so that we can stop using personal ones. She is willing to get this arranged.
5. We are going to formerly request a ½ trailer for use on the Hays property to store set pieces, etc. as we simply do not have enough space in Room 5 to work safely.

Our next meeting will be on September 19 at 7:00 p.m. at Hays.

Commissioner Robert Genzano made a motion to adjourn the meeting at 8:42p.m.; it was 2<sup>nd</sup> by Kari Collins. All in favor.

Respectfully Submitted,

Debra Giordano