



Management Team Meeting

Saturday, August 20, 2016 @ 10:00AM
446A Thames Street, Bristol, Bristol, RI

DRAFT

MEETING MINUTES

The Arts in Common Management Team meeting was called to order at 10:15 a.m.

1. Role Call

Present

- o Management Team Leader: Michael Rich
- o Management Team Vice Team Leader: Craig Fisher
- o Secretary: Donna Personeus
- o Arts & Culture Programming Team Leader: Bradley Wester
- o Education & Community Engagement Team Leader: Stephan Brigidi
- o Communications & Outreach: Team Leader: Doug Popovich
- o Facilities & Shared Resource: Team Leader: John Lusk
- o Fundraising Committee Chair: Nicole Downing
- o Development Committee Chair (ad hoc): Rebecca Riley
- o Key Partner Liaison/Roger Williams University: Andrew Workman

Absent

- o Treasurer: Marie Knapman
- o Key Partner Liaison/Town of Bristol: Antonio Teixeira

2. Discussion and Vote on the Management Committee Meeting Minutes from April 9, 2016, May 22, 2016 and June 18, 2016

The Arts in Common Management Committee Minutes were presented for April 9, 2016, May 22, 2016 and June 18, 2016 by Ms. Personeus, and all approved after a motion by Mr. Rich which was seconded by Mr. Popovich. The vote was unanimous by all attending Management Team members.

3. Discussion and Vote on Financial Report

The Arts in Common Management Team July 9, 2016 financials prepared by Ms. Knapman were presented, and approved after a motion by Ms. Personeus which was seconded by Mr. Workman. The vote was unanimous by all attending Management Team members.

4. Management Team

Update on 501c3 filing status

Mr. Popovich and Mr. Rich reported they were working with our accounting firm to complete the full 501c3 application form. They reported the application was almost complete, three sections still need to be written. The complete application will be emailed on Monday or Tuesday this coming week for each team member to review and for online discussion. At the completion of the online discussion and necessary

edits/changes made, the final application with supporting documents will be emailed to each Management Team Member for an approval or rejection vote.

Review, Discussion and Vote on Budget

The Arts in Common Management Team three (3) projected budget was presented by the budget team of Ms. Riley, Mr. Popovich and Ms. Knapman. There was discussion regarding the need for sustainability in all efforts to be funding Arts in Common activities. Mr. Fisher made a motion to accept the presented budget with a minor change of nomenclature changing printing category to advertising/printing, and adding \$200 in this year for a dollar-a-day Facebook exposure, which was seconded by Mr. Rich. The vote was unanimous by all attending Management Team members.

Review of June 18 AIC Strategy meeting criteria filter and action items

There was agreement that the Strategy meeting was helpful in creating a criteria filter and action items. It was decided that each of the Five (5) Committee Teams would use the criteria filter to access existing and future goals, programs and project to determine if they meet the criteria that was established and eliminate or rethink those that do not.

Discussion on Conflict of Interest Document approval via email

The AIC Conflict of Interest Document was sent via email for vote after an online discussion, a motion from Mr. Popovich to accept the document as presented, that was seconded by Ms. Personeus. The vote was unanimous by all responding Management Team members. There was a thoughtful conversation on the conflict of interest policy – it was suggested the management team members could just recuse themselves from decision-making and voting on organizations that were hiring to do some work if they have a conflict of interest, but team member responded that it's the perception of conflict of interest as well as the perception of insider information that is just as damaging. Since Mr. Fisher was the only architect in attendance, he was asked pointedly if he planned on going after any dollars or money is associated with Walley renovation. Mr. Fisher replied no and that he has no problem signing the conflict of interest. Mr. Popovich thought it might be good to put together more plain language consideration of conflict of interest, and that if any current management team member is thinking they may want to go after business associated with Wally renovation they should choose between being a voting member of management team and that business opportunity. He will prepare the document and have Ms. Personeus email it to everyone for review.

Letters of Intent Update: RWU and Town of Bristol

The team discussed the need to clarify the relationship in regards to the Walley Building Transformation Project between AIC and the Town of Bristol as well as the relationship between AIC and RWU becoming an anchor tenant with a long term lease. It was discussed that these Letters of Intent were necessary to pursue a 2016 RISCA grant. Mr. Teixeira reported that the full scope estimate on the construction needed to open the Walley school will be available shortly. Ms. Riley mentioned that we need some idea of the cost in order to submit our RISCA grant Letter of Intent due by August 1st if AIC would be applying for more than \$250,000 in matching grant funds for the Walley Building Transformation Re-development. If the letter of Intent was accepted, the full grant application will be due October 1, 2016. It was suggested that representatives from the AIC Management team meet with Town representatives to begin the process and secure the letter of intent required for the application before the end of the month. The AIC team of Mr. Rich, Mr. Teixeira, Mr. Workman, Mr. Fisher, Ms. Riley and Ms. Personeus agreed to meet within the next two weeks to work out the actions items needed to secure both

letters. Ms. Personeus will coordinate the AIC meeting. RWU will coordinate their meeting from their end.

Standing Monthly Meeting Date

After discussion a motion was made by Ms. Personeus to hold a standing monthly AIC Management Team would be held on the second Saturday of each month starting at 10 AM and completed by 12 Noon or earlier, to be held at 446A Thames Street in Bristol, RI, which was seconded by Ms Knapman. The vote was unanimous by all attending Management Team members. Ms. Personeus will provide a full list of these dates for review at the August to ensure there are no holiday weekend conflicts.

5. Team Reports

Arts & Culture Programming (Mr. Wester)

Mr. Wester updated the team on the status of the Film Series. Date(s) in August, September and October are still being determined. He stated the first film would most likely be a Hitchcock film. He will be reaching out to Mr. Walter Burke to coordinate the use of the Commons. He is also looking for a sponsor. It was suggested that he try to piggyback off the concert series, starting the movie after the concert ends. He will coordinating with RWU to hoping showcased student short films as well as local film makers work before the feature film.

Education & Community Engagement (Mr. Brigidi)

Mr. Brigidi reported that the committee had its first informal committee meeting. He briefed the committee members on AIC and the status of the Walley building project. It was determined that one goal of this committee will be to engage students with the community. By students, he referred to public school students as well as RWU students. He stated that they would be looking to meet with Mt Hope HS key staff to help promote and integrate our AIC programs with educational learning experiences. He mentioned a RWU program in place calling Emerging Artist Program. They would be looking to cross-pollinate young artists to professional arts organizations to facilitate experiences for all on the “Commons”, CPC course. He reported on other discussed ideas included mentorships and discussions/lectures tied directly to the AIC Arts & Culture programming and planned to work closely with Mr. Wester. There was a suggestion to coordinate a quarterly hosting “a huddle” of different arts organization as another idea.

Faculties & Shared Resources (Mr. Lusk)

Letters of Intent Update: RWU and Town of Bristol Status - There was no report given. Refer to Letter of Intent Update above.

Communications & Outreach (Mr. Popovich)

Mr. Popovich provided an update on Community Outreach past interviews and upcoming interviews. He recommended that each team member make a point of selecting which of the upcoming interviews they would be interested in attending and to contact him directly. He would like to have all the interviews completed as soon as possible, hopefully by the end of August.

6. Other Business

Ms. Personeus reported on a Call for Local Host: CCX 2017 and provided information on the event. There was a motion by Mr. Popovich, which was seconded by Mr. Wester to pursue applying to host the event. Ms. Personeus said she would handle the application process.

There being no further business, the meeting was adjourned at 12:11 p.m.