



Management Team Meeting

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

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 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 Arts & Culture Programming Team Leader: Bradley Wester
- o Key Partner Liaison/Town of Bristol: Antonio Teixeira

2. Discussion and Vote on the Management Committee Meeting Minutes from July 9, 2016

The Arts in Common Management Committee Minutes were presented July 9, 2016 by Ms. Personeus. by Mr. Workman made a motion to accept the minutes as presented, which was seconded by Mr. Popovich. The vote was unanimous by all attending Management Team members.

3. Discussion and Vote on Financial Report

Financial Report were not presented in Ms. Knapman's absence. After the meeting, an email from Ms. Knapman confirmed that there had been no financial activity to report or vote on since her last report.

4. Management Team

Update on 501c3 filing status

Mr. Popovich and Ms. Riley reported the 501c3 application long form had been filed.

RISCA Grant Letter of Intent Update: RWU and Town of Bristol relationships

An open discussion occurred regarding developing an outline of the relationship between the Town of Bristol and Arts in Common in regard to the Walley School rehab project. There was recognition that AIC should provide the Town a wireframe of what the relationship with AIC would look like for the next town council meeting. The wireframe discussion included requirements of the RISCA grant: 5 years lease with

option to renew for 5 years, utilities, landscaping and exterior building maintenance responsibilities which would migrate to AIC as the building is completed and comes online. The topic of insurance and the town maintain a base level policy was also discussed. One of the benefits for the Town in engage in a relationship with AIC is that AIC can go after grants/funding that the Town would not be able to. Other considerations AIC team member mentioned in the Walley usage plan included common workspace, shared gallery space, public restrooms. A suggestion was made to include a level of revenue sharing with the Town as a long term goal once loans have been paid in full. It was suggested that we research a sample agreement between a municipality and a non-profit organization (a public and private relationship agreement). Also it was suggested that a CPC narrative be included in the grant proposal.

Standing Monthly Meeting Date

Ms. Personeus provided the Board with a list of standing AIC Management Team meeting dates for the next 12 months. She asked each Team member to review their schedule and email known schedule conflicts to her. A vote to accept the meeting dates to occur at the September meeting.

5. Team Reports

Arts & Culture Programming (Mr. Wester)

Mr. Wester updated the team on the status of the Film Series. Date(s) would start in September. AIC will be working in partnership with Angelina's for this program as with the Amaral Custom Fabrication Artist Lecture Series. RWU has agreed to be a major sponsor of the film series. There was discussion on how the Education & Outreach Team committee could have engage the community reaching out to schools, vets home and senior centers.

Mr. Wester reported the opportunity to have AIC (Byfields and Reynolds) be the highlighted location for the September 29th Art Night Bristol Warren event. He stated concerns regarding the fee that Art Night was requesting that each building pay in order to participate. Mr. Wester stated he did not feel that artists should have to pay to open their studios. Artists were the name attraction and without them the event would not exist. Mr. Rich reported that RWU was a major sponsor of Art Night and was not expecting to pay additionally to be included. Others mentioned that the Town of Bristol was also a major sponsor and would most likely feel the same way. Mr. Rich stated he would follow up with the organization's Chairs and see what could be done,

Education & Community Engagement (Mr. Brigidi)

There was no report given at this time. The committee had been unable to find a common meeting date.

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 his report in writing. He reported that the house calls were continuing more slowly than he had hoped. The next scheduled meeting was with the Bristol Art Museum in which Ms. Riley would be joining him.

6. Other Business

Ms. Personeus reported that she had spoken to Paul Amaral, and he had told her Amaral Custom Fabrication would be leaving Bristol and moving to East Providence. He had been unable to find a space in Bristol that met the requirements for his business. She stated that she hoped in the future we could help avoid losing such a valuable economic engines, like Amaral's business, for the Bristol arts community. She considered it a huge loss. Many of the other team members agreed.

Team members decided to move forward and review the estimates secured by Mr. Brigidi and Ms. Personeus for AIC D&O and event insurance at the next meeting.

Team members questioned whether AIC needed to be registered as a fundraiser with the State of RI.

There being no further business, the meeting was adjourned at 12:10 p.m.

Record of online voting that took place between the AIC Management Team August 20, 2016 meeting and the September 10, 2016 meeting:

AIC - Online vote - Conflict of interest regarding AIC sponsored Art Night Event

September 2, 2015, Ms. Personeus made a motion requesting a vote on if there is a conflict of interest for AIC management team members that also hold leases in either the Reynolds Building and Byfield Building to be able to vote on spending AIC funds to support an Art Night event in those buildings, which was seconded by Ms. Knapman.

Yes - There is a conflict - They should not vote on this motion

No - There is no conflict of interest - They should vote on this motion

We have quorum with 7 votes - the yes vote carries 5 to 2

The vote stands as those with a conflict may not vote.

Votes recorded: Marie - yes, Donna - yes, Stephan - no, Bradley - yes, Rebecca - yes, Michael - no
Nicolie - yes

AIC online vote - AIC Sponsorship of Sept 25th Art Night Event at Byfields and Reynolds

September 2, 2016, Mr. Rich made a motion for AIC to fund a sponsorship fee not to exceed \$150 for the September 25th Art Night Event that would include AIC information tables at both the Byfields and Reynolds buildings with a caveat that is for this year only, which was seconded by Mr. Brigidi.

Yes - I approve the expense

No - I do not approve the expense

Note: Votes of Management Team members that also lease space at Reynolds or Byfields will not be

counted based on the Conflict of Interest

We have quorum with 6 votes of the members able to vote. The yes vote carries with 100%
AIC will fund participation in Art Night's Sept 25 event for a total of \$150.

Votes recorded: Stephan - yes, Doug - yes, Rebecca - yes, Michael - yes, Craig - yes, John - yes