



## **Management Team Meeting**

Wednesday, February 17, 2016 @ 6:00 PM  
446A Thames Street, Bristol, MA

### **MEETING MINUTES**

The Arts in Common Management Team meeting was called to order at 6:00 p.m.

#### **1. Role Call**

Team members: Chair, Michael Rich; Marie Knapman; Andy Workman; Doug Popovich; Craig Fisher; Stephan Brigidi; Donna Personeus; Rebecca Riley; Antonio Teixeira

#### **2. Discussion and Vote on the Board Meeting Minutes from January 30, 2016**

Minutes from the January 17, 2016 management team meeting were approved with edits after a motion by Mr. Fisher, which was seconded by Ms. Knapman. The vote was unanimous by all attending members.

#### **3. Treasurer Report**

Ms. Knapman reported that after research she recommends holding off opening a bank account until the 501c3 process is complete and AIC has non-profit status. The team agreed. Ms. Knapman reported that she had met with Liz Tanner, Esq regarding legal matters with the 501c3 application and process, and that she had spoken with, but had not met with, accountant Mike DeAngelis. Ms. Riley reported that she had secured an EIN # for AIC, but that we still needed to complete AIC By-laws. Mr. Popovich stated that he would complete a rough draft for review. Ms. Knapman reported that she had secured an address at the Reynolds building.

#### **4. Review of Final Draft Narrative for Art Place America Letter of Inquiry**

##### *Discussion and vote on line item budget request*

Ms. Riley presented a final draft of the narrative for the ArtsPlace America Letter of Inquiry for discussion. She stated the deadline for submission was March 1st. She recommended that we make the connection creating a better tourism experience in Bristol, making the connection “RI project based in Bristol” married to the Brookings Report. Ms. Riley also stated the Letter of Inquiry requires a three (3) minute video. Mr. Rich suggested working with RWU students to create the video and volunteered to spearhead the project. Mr. Popovich volunteered to help. Ms. Riley also mentioned that a map of Bristol, labeling all the existing art organizations with the layout of the town of Bristol, would be helpful. Mr. Teixeira stated he believed he had a map we could work with. Mr. Popovich agreed to work with him on the project. The team discussed providing the students direction including a storyboard and photos from various Bristol art

related events. Ms. Personeus said she would send the photos that she had from Art Night and the Bristol Art Museum.

Ms. Riley asked for discussion on the amount we should ask for and the projects that would be funded. After discussion it was decided that she would ask Mr. Lusk for his recommendation based on needs of the Walley building. The amount that would be request would include funds for both the Walley building and a digitally marketing platform.

#### **5. Final Prep for March 19th Open Public Meeting**

It was decided that a Save the Date eblast invitation would immediately go out to all Future Search attendees, with a second eblast reminder with invitation to follow. Mr. Popovich will write the Press Release, Ms. Personeus and Ms. Knapman will distribute to the media and social media. Ms. Personeus will create a special event page on the website. The event to be held at the Franklin Court Community Room thanks to Ms. Knapman. The event will include a meet & greet networking period of time as people arrive. Mr. Rick will make the overview presentation highlighting what had been achieved since the Future Search. Mr. Popovich volunteered to create a PowerPoint Presentation to work with Mr. Rich's overview. Next the attendees will be invited to breakout and visit each of the 5 Teams they have interest in. Team leaders will secure the contact information for attendees interested in participating.

#### **6. Other Business**

Mr. Teixeira updated the team on the status of the RFP on Feasibility for the Walley building. He stated three bids had been received. He also mentioned that ESL would be leaving Reynolds and their rooms will be available as of June 1st.

There being no further business, the meeting was adjourned at 8:06 p.m.