



Management Team Meeting

Saturday, April 9, 2016 @ 10:00AM
446A Thames Street, Bristol, RI

MEETING MINUTES

The Arts in Common Management Team meeting was called to order at 10:07 a.m..

1. Role Call

Present

- o Management Team Leader: Michael Rich
- o Management Team Vice Team Leader: Craig Fisher
- o Treasurer: Marie Knapman
- o Secretary: Donna Personeus
- o Arts & Culture Programming Team Leader: Bradley Wester
- o Education & Community Engagement Team Member: Stephan Brigidi
- o Fundraising Committee Chair: Nicole Downing
- o Development Committee Chair (ad hoc): Rebecca Riley
- o Communications & Outreach: Team Leader: Doug Popovich
- o Key Partner Liaison/Roger Williams University: Andrew Workman
- o Key Partner Liaison/Town of Bristol: Antonio Teixeira

Absent

- o Facilities & Shared Resource: Team Leader: John Lusk
- o Education & Community Engagement Team Leader: Murray McMillan

Guest

- o Facilities & Shared Resource: Team Member: Greg Spiess (on behalf of John Lusk)

2. Discussion and Vote on the Board Meeting Minutes from February 17, 2016 and March 19, 2016

Minutes from the February 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.

Minutes from the March 19, 2016 open community 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 - 501c3, Budgeting

Ms. Knapman reported she has been speaking with Mr. DeAngelis, CPA of ALSCPA. He has agreed to

work with AIC pro bono on the short/easy 501c3 application. She will be meeting with him on April 22, 2016 to review the items needed to submit the application and seek his guidance where needed. The Board agreed to a fiscal year ending on last day of the calendar end December 31. Ms. Knapman stated that she will be opening a bank account for AIC at BankNewport with herself and Mr. Rich as signatures. Ms. Riley mentioned it would be good to have each Management Team make a donation to AIC in order to say there was 100% participate for the team. Ms. Knapman to prepare a donation letter to be sent to all donors. In regards to D&O liability Insurance, Ms. Personeus and Mr. Brigidi agreed to each secure a quote for insurance. The team discussed the creation of a 3 year budget. Ms. Riley recommended that each team leader create a wish list/projected budget for year 1, 2 and 3 and email it to her. She volunteered assemble the projective into a working budget.

4. Management Team

Debrief of March 19th Open Community Meeting

Mr. Rich stated he was impressed with the attendance to our first AIC event. There was a mixture of questions and interest. After discussion the team summary of the event was that we had lots of work to do turning ideas into reality. A strategic planning session was suggested. We need to set goals with timelines and meet with local arts groups to start a dialogue.

Community Outreach to Arts Organizations

It was determined that Community Outreach to local art organization is a priority. It will be important to answer to “How can AIC help you? What are your needs? It was recommended that we leave each art group with a printed leave behind about AIC.

Development/Fundraising Committee Report

Mr. Workman and Mr. Fisher suggested that AIC apply for the RWU Community grant. The Development/Fundraising will meet after the budget

Fall Arts Festival Update

It was determined that the Fall Arts Festival is not right for AIC at this time.

By-Laws: Review, Discussion & Vote on approval

Due to time limitations Ms. Knapman asked each team member to review the By-laws as presented and email all suggested edits to her. She will email the By-laws to all once edits are made for an up or down vote.

5. Team Reports

Arts & Culture Programming

Mr. Wester presented the Visiting Artist Lecture Series and Film Festival programs that would provide high impact for low investment. He reported that the first Visiting Artist Lecture would take place at the Bristol Statehouse off the Commons. The artist is currently creating her commission at Amaral’s Custom Fabrication in Bristol. The lecture will consist of 45-60 minute presentation from the artist on their work with Q&A in which the artist would be paid a stipend

of \$300. Overnight lodging and a dinner at a local restaurant is recommended. In the future the series will be rolled into the RWU student schedule to secure sponsorship funding from RWU. A motion was need to approve a budget of \$500 for this first lecture by Mr. Popovich, which was seconded by Mr. Rich. The vote was unanimous by all attending members.

Mr. Wester outlined another program tentatively called Film Festival to feature local filmmaking talent. The AIC partner spearheading the program is Jason from Angelina's. Four weekday nights (not Thursdays) starting after July 4th. The pre-movie would be an Indie movie. The program requires a location in case of rain, possibly Reynolds and a projector. There was thought to include a food truck or two. Financial needs to include: cost of film rentals, projector rental, bathroom access/portable toilets, insurance, police and fire detail. Would like the admission to be donation only.

Education & Community Engagement

There was no report prepared due to Mr. McMillan's absence.

Faculties & Shared Resources

After a discussion, it was deemed important that AIC secure in writing the relationship between AIC and the Town of Bristol, and RWU in regards to the futures of the buildings located in the Commons: Byfields, Reynolds and Walley. Should AIC become the managing partner? What is RWU's commitment as a long term tenant at Walley? We was agreed that clarification is required.

Communications & Outreach

Mr. Popovich stated his team would support the PR marketing of the events as needed.

6. Other Business

There was a discussion on setting a standing monthly meeting date for the Management Team. A standing date was not determined at this time.

It was mentioned that RWU's will be the newest tenant coming to the Reynolds Building. RWU will occupy the basement with their ceramic studio with multiple kilns. The studio will be open to the community

There being no further business, the meeting was adjourned at 12:16 p.m.