

# Special Meeting Minutes

## Discussion of Art Market and Scholarship

**CHESHIRE PERFORMING AND FINE ARTS COMMITTEE MEETING**  
**SEPTEMBER 11, 2018**  
**1220 Waterbury Road, Cheshire, CT 06410**  
**7:00 pm**

1. Determination of Quorum
2. Call to order and salute to the flag
3. The 3<sup>rd</sup> Annual Artsplace Market to benefit CPFA Scholarship will be held Nov. 17 & 18, 10am-4pm. A Friends and Family preview will be held Friday, Nov. 16, 6-8pm.
  - a. Publicity schedule was discussed. Two flyers have been developed for committee help with publicity and the invitation to preview night. Joan will handle a special article featuring artist Deb Carter and submit press releases in local paper, as well as paid ads (highlighting artist Mally DeSomma) in Herald and Citizen. It was suggested that we email flyer to all town users (with permission from Sean and Arnett). We also will look for other town craft sales this same day to share signs, flyers and publicity.
  - b. Sign distribution – Donna Myjak will chair. 35 numbered signs to be placed at agreed upon locations by committee members on Nov. 7/8 and collected Nov. 19 or 20 to be delivered back to Artsplace.
  - c. Signian will chair the “Artsplace Transformation” Thursday, Nov. 15 set-up (remove superfluous items) and Monday, Nov. 19 – reset. Room 3 will be shared by Youy and Jill. Upstairs there are two teams, one Monique and Ophie. Second team is Donna L, Katie and Donna Mark.
  - d. Donna Lodynsky/Youy will collect donated items from approx. 30 artists
  - e. Greeters (consider volunteer and teens) by doors up and down. Committee please sign up for times. Workers will also need to check bathrooms for supplies. Extra rolls of paper towels and toilet paper will be on site.
  - f. Donna Mark/Denise will chair morning refreshments. Artists will bring their own lunches. Cider will be supplied on Friday evening.
  - g. Coverage: Donna L and Donna Myjak Friday, Nov. 16, 4:30-8:30pm. Saturday, Nov. 17, 9:30am-4pm will be shared by Ophie, Monique and Youy. Sunday, Nov. 18, 9:30am-4pm shared by Donna L, Katie and Youy.
  - h. Additional signage – Nicole to develop both Friends and Family preview and flyer for general distribution. Also will be emailed to each artist with hard copies for pick up. Two large 11” x 17” signs advertising other events same day posted upstairs and downstairs on doors and bulletin boards. Need small signs for front door – “door unlocked” – “pull handle and turn”. More direction signs for stairs and ramp.
4. Meeting adjourned 9:30pm.

Respectfully submitted by Joan Pilarczyk