

**NORTHVILLE ARTS COMMISSION
The Regular Commission Meeting
February 13, 2007
CITY HALL COUNCIL CHAMBERS**

MINUTES

Commissioners Present: Kim Dawson, Darcel Deneau, Carol Kendra, Evonne Simoff, Mary Step, Kathleen Tabaczynski, Sue Taylor, Katherine Wickersham

Others Present: Ellen Bennett, Dominique Moroz, Nicole Passmore

Commissioners Absent: Arlene Catrett, Galina Koriduzki, Gerardo Macias-Garcia, Eric Novack, Alexis O'Connor, Sharon Rossow, Andrzej Sikora

Call to order: 7:07 p.m.

Approval of Minutes: It was moved by Katherine Wickersham and seconded by Kathleen Tabaczynski that the January 10 minutes be approved.

Financial Report: Kathleen Tabaczynski is working with the City to straighten out a discrepancy between Art Out of the Box and Holiday Show revenue.

Parks & Recreation Report: Nicole Passmore

Summer/Fall Brochure dates

Summer brochure information is needed by February 20

Fall brochure information is requested by July 9

Building set-up and communication for exhibits (Sue Taylor)

Layouts should be drawn for our lecture series, exhibits, and Baseline. These will be posted to aid the building attendants in set up for these events.

Cleaning schedule

Nicole will be regularly scheduling a weekly cleaning at the Art House.

March 24 Summer Program Expo

Parks & Recreation are holding an open house expo on March 24. We can provide them with any handouts about our activities/events through the Arts Commission or at the Art House.

New Business:

Focus on growth of membership and programming to increase funding (Tabled)

Store needs

It was announced that Katherine Wickersham will most likely be leaving by the end of summer to spend a couple of years in China. We must begin now to consider a replacement. Ideas include soliciting for another volunteer or hiring someone. Carol Kendra will submit an article to the newspaper to solicit for additional volunteers. It was also discussed that accounting software be purchased to streamline some of the work of the store. Katherine has previewed a system used by a Northville business and recommended by Nickie Bateson. Evonne Simoff moved that we

purchase this software and Mary Step seconded it and all approved. Katherine will take care of ordering it.

Special Event Hire update

About 39 applicants were received for this position. Carol Kendra, Kathleen Tabaczynski, and Sue Taylor met with Nickie Bateson to preview applicants and select possible interviewees. Nickie Bateson will contact them and set up interviews.

Volunteer Outreach—interested student

Kim Dawson will interface with an interested high school student volunteer.

Committee Reports:

Exhibit Committee Report (Ellen Bennett)

Volunteer needs for First Friday's were discussed. Volunteers are needed for these events!! A request was made for each Commissioner to host a First Friday per year. It was also suggested that a small committee be formed just for First Friday receptions to coordinate food, drink, volunteers, and clean up.

Newsletter/Publicity

There was discussion about marketing events at the Art House through email blasts and/or our newsletter. Mary Step has offered to re-format our newsletter. A small committee will meet to discuss a marketing plan. (Committee volunteers include: Mary Step, Ellen Bennett, Sue Taylor, Nicole Passmore, Evonne Simoff, Carol Kendra (as resource), (Alexis O'Connor was also suggested).

Security

Request for a police drive-by on Friday nights; Sue Taylor will call.

Committees

There was a brief discussion about the need to re-address committee assignments and responsibilities. This will be discussed further at the March meeting so that all Commissioners are comfortable with expectations of NAC needs.

Announcements

Upstairs floor re-do is finished.

All Volunteers -- Make sure exterior doors are locked when leaving; also leave bathroom & kitchen doors left open when leaving so that warm air from vents can disperse to rest of building.

Adjournment: 9:00 p.m.