

Northville arts commission  
**The Regular Commission Meeting**  
**June 14, 2006**  
**ART HOUSE**

**Commissioners Present:** Arlene Catrett, Darcel Deneau, Eric Simmons, Mary Step, Kathleen Tabaczynski, Sue Taylor

**Commissioners Absent:** Sharon Rossow

**Others Present:** Aaron Timlin, Nicole Passmore, Alexis O'Connor, Katherine Wickersham, Carol Kendra, Dominique Moroz

**The meeting was called to order by Commissioner, Sue Taylor at 7:45 p.m.**

**Approval of Minutes:** It was moved by Kathleen Tabaczynski, seconded by Arlene Catrett and approved that the May 10, 2006 minutes be approved.

**Financial Report:** Kathleen explained the tracking process NAC wants as well as the City's process. Revenue and expenditure forms have been put on our website for Commissioners to use when managing the budget of any program. It is imperative that NAC and consultant keep clear records for each program in order to track the accuracy and history of each program for future decision making and reconciliation with City's records.

**Consultant Report:** Aaron Timlin reported on his current exhibit, artist in residence program, which will begin next week, and presented a potential list of future exhibits. Aaron will provide PAR with a written contract from the two resident artists as to what is being agreed upon. Consultant will focus on membership, gift shop, fundraiser and exhibit schedule for the remaining term.

**Parks & Recreation Report:** Nicole Passmore added insight into the budget process and passed out a revenue/expense report for the Art House. There were concerns by PAR about holding classes during exhibit times and it was agreed that exhibits must accommodate classroom use of the downstairs gallery. Most likely, Awakenings will be renting classroom space for their art classes in the future. It is important that exhibit set-up be cognizant of classroom use for young children.

## **New Business**

**Next 6-Month Focus -- Producing Revenue:** Focus will be on large-scale membership drive, gift shop and fundraiser.

Membership: Aaron will work with a membership committee consisting of Sue Taylor, Carol Kendra, Alexis and Kathleen with a target date of August for a large-scale membership drive. Membership cards will be designed and given to members indicating the perks they receive for their membership.

Gift Shop: Katherine Wickersham and Carol Kendra will begin setting up our gift shop with assistance from Aaron, Alexis and Dominique. Report will be forthcoming in July/August.

**New Commissioners:** About 10 applications have been turned in with 4 applications being from out of the area. Current commissioners will meet another time to discuss roles & responsibilities so that accepted applicants will be able to become actively involved in the area of their expertise and interest. There is a target date of August to have new commissioners instated.

**Intern Program:** There has been some confusion as to the budgeting and roles & responsibilities of this program. Commissioners will meet another time to discuss this program.

**Future Renovation:** A sink is needed upstairs in order to accommodate art classes. A donor will be looked for. Consideration will be made as to the best use of the existing cabinets. Most probably, they will either be installed in the artist-in-residence room or the storage room.

**Recognition to donors:** (Tabled)

## **Committee Reports**

**Student Art Show:** Gallery Crawl was a successful format; suggest second Friday in March for 2007.

**Art Market:** Artists are needed; Commissioners were asked to solicit at summer fairs they attend this summer. A Brunch Committee is needed.

**Summer Concerts:** (Tabled) Per private conversation, Kathleen will post dates via email re: dates she is not available to attend concerts. Discussion must begin re: responsibility of this program in the future.

**Art Out of the Box:** Our major fundraiser will be held October 21 at Northville Downs.

**Newsletter:** Target date to mail out – August 20, to coincide with membership drive.

**Adjournment:** 9:30 p.m. – Exhausted but excited!

**Respectfully Submitted,**

**Sue Taylor, Secretary**

**Approved:**