

**Northville Arts Commission  
The Regular Commission Meeting  
October 11, 2006; 7:30 p.m.  
ART HOUSE**

**AGENDA**

**Commissioners Present:** Kim Dawson, Darcel Deneau, Carol Kendra, Galina Koriduzki, Alexis O'Connor, Sharon Rossow, Evonne Simoff, Kathleen Tabaczynski, Gerardo Macias-Garcia, Eric Novack, Andrzej Sikora, Katherine Wickersham

**Others Present:** Anita Bates, Jim Deneau, Dominique Moroz, Nicole Passmore, Aaron Timlin

**Commissioners Absent:** Arlene Catrett, Mary Step, Sue Taylor

**Call to order: 7:35 p.m.**

**Approval of Minutes:** It was moved by Kathleen Tabaczynski, seconded by Carol Kendra and voted unanimously that the August 9, 2006 minutes be approved.

**Financial Report:** Kathleen Tabaczynski

Three months YTD was presented. Membership is at its break-even point and won't show a profit yet because of printing costs on brochure and timing. Year-end fund balance projected to be \$49k, actual is now \$33k. Art Out of Box not included. Projected to provide \$15k.

**Parks & Recreation Report:** Nicole Passmore -- Winter/Spring brochure out December 4; registration begins December 12; classes start early-mid January. Information to Nicole by end of month. Photos are welcome as well as an ad for the store. Send Art Out of the Box pictures, donor/sponsor thank you, store ads, etc.

Nicole is open to ideas regarding formatting budgets if anyone would like to see budgets presented differently. Hot water heater and roof will need to be purchased soon. Reminder made that purchases are tax-exempt. Forms online for deposits/reimbursements.

**Consultant Report:** Aaron Timlin (Recommendation for donor recognition, year-end fund drive, and November First Friday plans.)

Consultant reported on specific issues and status of goals (see handouts). Felt we have a good case for grants because of our robust programming. Recommended Quick Books for entire Art House (will serve membership and store needs). Motion was made and approved (Evonne/Kathleen) to vote next meeting whether to purchase. A meeting can be set up for primary users and Aaron can provide a tutorial of the program. Aaron also asked that we extend his contract for 8 months, allowing enough time for him to get the Executive Director in place and provide 3-4 month training. There was further discussion among commissioners that a formal performance evaluation be done before voting. Several commissioners also expressed more time to understand the decision and because it was not an agenda item. A motion was made and seconded to extend Aaron's contract (Darcy/Kim). Motion was not approved (4 yes/7 do later). Another motion was made to have a second meeting and seconded (Galena/Alexis). Motion was approved. The meeting will be held Wednesday, October 25<sup>th</sup> at 7:00 p.m. Aaron will send backup information prior to the meeting to help everyone better understand his role and performance.

## **Committee Reports:**

### **Art Market Evaluation**

Profit of approx. \$13,500 with a couple small bills still pending  
Chairperson needs to be identified for 2007 asap; applications to be readied December/January

### **Art Out of the Box Update (Darcel Deneau)**

Art Out of the Box – Ticket sales slow. Pass the word. Looking for volunteers to work either opening (2 for check in) or closing (4 for check out) shift. Volunteer's admission will be comped. A motion was made to give away tote bags for people at event who sign up for a family membership. Motion was seconded (Darcy/Kathleen) and passed.

### **Exhibit Committee Presentation (Darcel Deneau)**

Darcy presented the overall plan for the 2007-2008 Exhibition Committee. She asked the team to approve three documents that have already been approved by the Exhibit Committee. They are:

- 2007-2008 Art House Exhibition Schedule for Main Gallery
- Exhibition Advisory Committee Policies
- Exhibition Coordinating Guidelines

The 2007-2008 Art House Exhibition Schedule for Main Gallery document was approved. Darcy also confirmed the Student Art Show was in the scope of the Exhibit Committee plan, but for the upper, not main gallery.

The Exhibition Advisory Committee Policies document was changed to exclude Item #10 *"Members of the Exhibition Advisory Committee must be members of the Northville Art House"*, and then approved by the Commission

The Exhibition Coordinating Guidelines document was approved by the Commission.

Darcy confirmed that the Exhibit Committee is aware that the exhibits have to co-exist with other programs offered in the main gallery including the Baseline Folk Society and Michael Farrell lecture series. She confirmed that exhibit content, layout, etc. would not compromise these other events from happening in the main gallery during an exhibition.

### **Gallery Store Report (Katherine Wickersham/Carol Kendra)**

Katherine Wickersham reported \$2400 in sales since opening  
She mentioned the idea of a 10% discount offered to regular volunteers, but no motion or decision was made.

### **Holiday Show Committee Report (Kathleen Tabaczynski)**

Kathleen suggested that in the interest of time, the report be sent via email to Commissioners who all agreed.

### **Michael Farrell Lecture Series Update (Sharon Rossow)**

In the interest of time, no report was given.

## **Unfinished Business:**

**Review and update of documents including Board of Commissioner's Responsibilities, Organizational Structure, and NAC Board Member Job Descriptions (Sharon Rossow)**

Commission approved Aaron's request to meet with Traci Sincock to go over her recommendations to the Commissioner Responsibility Document. Additional discussion was ***TABLED until meeting on 10/25 if time permits,***

**New Business:**

**Summer Concert 2007 Update/Vote (Kathleen Tabaczynski)**

Commission voted and approved turning the Summer Concert Series over to Parks & Recreation and the Chamber of Commerce to run in the future. Kathleen agreed at the Commissioner's request to suggest Parks and Recreation and Chamber leave our name on the in some way as we have built it to what it is and may still provide volunteers and other input to the program.

**Introduction and brief bio of all Commissioners and Artists-in-Residence**

**Establishment and Staffing of Committees (Sharon Rossow) -- *TABLED***

**Event Committee (Art Market)**

**Fundraising Committee**

**Education Committee**

**Publicity Committee**

**Nominating Committee for an Executive Committee**

**Artist in Residence Evaluation & Continuation Timetable (Sharon Rossow with Anita Ricks-Bates & Stephen Gatny) -- *TABLED***

**Art Flash Newsletter Timeline -- *TABLED***

(Newsletter information to cover the time period from January – May)

**Adjournment: 9:55 p.m.**