



Minutes of the Meeting

September 25, 2019

Room 208, 245 deKoven Drive, Municipal Building
Middletown, CT

Present

Cassandra Day, Chair
Julia Faraci, Secretary (7:20 pm)
Charlotte McCoid, Vice-Chair (7:06 pm)
Barbara Arafeh
John Basinger (7:15 pm)
David Bauer (7:44 pm)
Franca Biales
Lee Godburn
Joyce Kirkpatrick
Crystal Laffan

Also Present

Sebastian Giuliano (7:24 pm), City Council
Robert Santangelo (7: 25 pm), City Council
Kisha Michael, City Arts Coordinator
Carmela, portrait by Abby Carter

Absent

Pamela Steele

1. **Call to Order** – Chair Day called the meeting to order at 7:03 pm.
2. **Public Session** – No members of the public in attendance
3. **Minutes** – The Minutes of July 24, 2019 were unanimously approved following a motion by Lee Godburn, seconded by Franca Biales.
4. **Approval of Agenda** – The Agenda was unanimously approved following a motion by Joyce Kirkpatrick, seconded by Crystal Laffan.
5. **Remarks from the Chair** – Chair Day thanked Kisha and the Grants Review subcommittee members Charlotte McCoid, Pam Steele and Joyce Kirkpatrick for their work so far. She then passed around a list of Committee Assignments and requested that these be initialed by each committee member. The Public Relations Committee was dissolved for lack of activity and members. Chair Day added a new committee, the Grants Procedures Committee, to take the place of the Grants Review subcommittee.
6. **Old Business**
 - a. **Budget Report** – No Budget Report was given
 - b. **Program Update** – Kisha Michael announced that the Arts Calendar was out, and that a new email of the Calendar was also distributed. Grants – Kisha Michael also announced that six grant applications were submitted on September 15.
7. **Committee Reports**
 - a. **Executive Committee** – No Report. A discussion of the concept of an MCA Executive Committee followed, noting that it brought the agenda together and had an overview.
 - b. **Public Art Committee** – Committee Chair Charlotte McCoid noted that the search for a worthy addition to the City Art Collection is underway, and several artists' works have been reviewed. Suggestions of other artists by Commissioners were encouraged. She also spoke

about the committee's role in the Palmer Field sculpture project – noting that those in charge had contacted the sculptor recommended by the committee. Discussion ensued, and there will be a follow up meeting. The Contracts for art purchasing subject was removed from the agenda for the time being.

- c. **Nominating Committee** – No Report
- d. **Planning and Projects Committee**– No Report
- e. **Music Committee** - Committee Chair Barbara Arafah reported that it is looking for additional members. The plans for the Middletown Music History exhibition at the Middlesex County Historical Society have been delayed by changes in staff at the society.
- f. **Public Relations Committee** – Dissolved
- g. **Poet Laureate Committee** – Committee Chair Lee Godburn reported that the committee had met and that the Middletown Poet Laureate Cheryl Hale was very busy. He handed out her report that included a lengthy list of accomplishments and planned activities from poetry readings, open mics and meetings. She is investigating ways to encourage poetry in the schools and at Russell Library.
- h. **Grants Committee** (now to be the **Grants Procedures Review Committee**) – Kisha Michael said the committee had met 3 times to edit and reformat the Guidelines. She distributed copies of the MCA Matching Funds Grants Program, FY 2019 -2020 General Guidelines & Information which the MCA Commissioners had received electronically yesterday. After expressing great satisfaction, Lee Godburn suggested some minor changes. The Commission also agreed with the following changes that were suggested by Lee and others:
 - the word “or” be placed between the lines having to do with Eligibility
 - all Project Support Grants (PSG) be consolidated and the “Categories” be eliminated
 - the words “in person” be inserted in 5. “Application and Interview:” to read “...to attend *in person* the interview session.”
 - in “13. Commission Decision and Process:”, the third bullet point, 2nd sentence, to now read “The Commission reserves the right to recommend award amounts *in any amount up to the requested amount* for projects and/or support meeting...etc.” (New wording *italicized*)
 - In the Checklist, the merger of the PSG Categories 2 & 3 would be reflected.

The Commission then discussed the MCA FY 2019-2020 Grants Schedule.

Kisha Michael explained that the January 15 deadline for GOS and larger Project Grants would apply. The GOS applicant interviews would happen in January.

PSG Deadlines (formerly Category 2 & 3) will take place January 15 and September 15. The interviews will happen in the following month. Categories will be eliminated from the Schedule.

The importance of follow-up attendance by Commissioners was brought out in a discussion of some past grant projects.

The Commission discussion of the timing of grant awards resulted in clarification that all awards are made from the approved grants funds in the MCA's current budget.

8. New Business

- Youth in Government Assignment – None yet made
- Project Support Grants, Category 2/3 interview date – an electronic doodle to be circulated.
- Grant Panel Assignments – to be determined by the Arts Office

9. Announcements:

- Greater Middletown Community Concert – “The Italian-American Songbook” – Saturday, September 28, Santo Fragilio Performing Arts Center.
<http://greatermiddletownconcerts.org>
- Indian Hill Cemetery – Russell Chapel Bell Re-dedication and Ringing – Saturday, October 5, 11AM
- Middle Passage ceremony – Harbor Park – Saturday, September 29
<https://www.facebook.com/events/2238056326275855>
- Buttonwood 30th Anniversary – October 18 & 19 – music and culture for 30 hours straight! <https://buttonwood.org>
- Climate Action Art Walk – October 5th, 5-8 PM at MAC650 Gallery; October 12 5 PM – midnight & 13 10 AM -5 PM. Call for Artists –
<http://www.conservationeducation.org/art-walk.html>

10. Meeting adjourned at 8:47 PM.

Respectfully submitted,
Joyce Kirkpatrick, Secretary pro tem