



**City Arts & Culture Commission**  
**Meeting Minutes – Special Meeting**  
**Wednesday, May 23, 2018, 6:30 pm**  
**City Hall Council Chambers, Bristol City Hall**

**ATTENDEES:** Lindsay Vigue, Jesse Gallagher, Samantha Cloutier, Kim Villanti, William Stortz, Juliet Norton

**ABSENT:** Alexandra Thomas

**COUNCIL LIAISON:** Greg Hahn

**STAFF:** Mayor Zoppo-Sassu

1. The first meeting of the City Arts & Culture Commission was opened at 6:30 p.m. by Mayor Ellen Zoppo-Sassu
2. Introductions – Members of the Commission introduced themselves
3. Election of Officers

Mayor Zoppo-Sassu provided an overview of the Commission. A link to the Ethics Code of the Code of Ordinances will be forwarded to them. She explained the attendance requirement: commissioner should not miss 3 meetings in a row and should attend 60% of meetings in a rolling calendar or they will have been deemed to have resigned.

Nominations for Chair: Both Jesse Gallagher and Kim Villanti have declined. Jesse Gallagher nominated Lindsay Vigue who accepted. Juliet Norton seconded the nomination. William (Bill) Stortz made a motion to close the nominations and accept Lindsay Vigue as Chair, seconded by Jesse Gallagher. Members voted to accept. Lindsay Vigue has been elected Chair.

Nominations for Vice-Chair: Lindsay Vigue nominated Kim Villanti for Vice-Chair and she accepts. This was seconded by William Stortz. William Stortz made a motion to close the nominations, seconded by Jesse Gallagher. Members voted aye and the motion passed. Kim Villanti has been elected Vice-Chair.

Mayor Zoppo-Sassu excused herself from the meeting at 6:40 p.m.

4. Overview of newly enacted Ordinance & Responsibilities

Not covered in this meeting. A full copy will be distributed to all members.

5. Review of Commission Budget

Greg Hahn reviewed and pointed out several line items. The total budget is \$75,000. This included \$50,000 for the Mum Festival and \$25,000 for promotions. This has been restructured from existing budget items. Kim Villanti asked what comes under City promotion. Greg provided examples – for example, providing seed grants for events or other ways to assist in promoting a local event, such as funding musical entertainment to augment an existing event. Greg said they will also be working with the Parks Department on the summer concert series and providing children's activities. As a commission they would now be able to apply for grants where the City could not before. He answered various questions.

Brian Wilson, Superintendent of Parks and Recreation for the City of Bristol, said that the concert series is only partially paid for by their City budget and the rest is sponsored. He had some additional funds this year

for between acts. Their department obtains the sponsorship for the concert series and other events. They discussed the first week of the concert series being also a celebration of this summer's establishment of the Arts & Culture Commission. Greg added information. They can also work with Dawn Leger of the BDA to obtain grants and can coordinate activities with Mark Thomas (P.R. and Marketing Specialist).

Kim wanted to know if they will be tapping into the BDA Marketing resources and if there would be an impact to their budget. If they assist in coordinating an event it would impact Mr. Thomas's resources as far as time so it would be helpful to meet with him. She expressed concern in over-stepping a department's resources. Greg agreed that it would be helpful to have Mark attend the next meeting. Greg Hahn will supply more information that he had from the Task Force. This includes what people expect to see from the Commission and how they would like to be involved. Samantha also suggested speaking with someone who represents the City's website.

Jesse Gallagher summarized:

- They can explore what grants they can now apply for
- Find a way to allow people to apply for grants to this Commission
- They should prioritize which departments and people they need to work with

Greg will put together a package of information and distribute it within the coming week which will include information that he had from the Task Force.

Kim said that they need the information from the Task Force and then they can work on the structure and she would like to know how they would be working with the departments – what are the expectations. Bill Stortz emphasized that before they talk about the arts – what about the culture – how is that defined? Greg Hahn will distribute the Ordinance that was passed. Discussion.

Lindsay Vigue asked Dawn Leger what their options are or would be? Dawn said there were many options but she needs specifics and yes there are some that are only available if you have been around for three years. There is money and also some amounts are available locally. Kim brought up an opportunity which could not be pursued in the past because there was no commission such as this so if those come up they would like to know about them.

6. Discussion of Summer events and Marketing Opportunities – covered as part of Item 5. The Summer Concert Series begins on June 26<sup>th</sup> (first concert) and this group will be involved with it.
7. Discussion on permanent Meeting Schedule

Bill Stortz suggested meeting at 6:30 p.m. but in a smaller room. It was decided to meet on the third Wednesday of the month at 6:30 p.m. Motion made by Jesse Gallagher and seconded by Juliet Norton. Motion passed.

Bill Stortz would like a special meeting before the next. The third Wednesday would also be a special meeting. A date of June 6 was chosen for a special meeting to review more information from the Task Force. Kim asked if Dawn could send a link with the grant opportunity that is due on the 12<sup>th</sup> of June so they can look at it.

8. Adjournment

Lindsay Vigue made a motion to adjourn the meeting at 7:18 p.m, seconded by Samantha Cloutier. Meeting adjourned.

Respectfully submitted,  
Christine Cooper  
Recording Secretary

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