



MINUTES OF MEETING
Middletown Commission on the Arts
PLANNING AND PROJECTS COMMITTEE
April 18, 2023
5:00 p.m.
Virtual Meeting by WebEx

PLANNING AND PROJECTS COMMITTEE
Minutes of Meeting

In attendance: MCA Commissioners: Anthony Pandolfe, David Wolfram
Lee Godburn (Chair), Dominique Thornton (Secretary)
Arts & Culture Office Staff: Kisha Michael, Arts Coordinator; Julia Faraci, Admin Sec'y;
Ed McKeon, Common Council Member

1. Call to order: meeting started at 5:01 p.m.
2. Public session: no one from the public was present.
3. Secretary assigned: Faraci was assigned to take minutes
4. Approval of Agenda: motion to approve by Godburn, seconded by Thornton. No discussion, approved unanimously.
5. Approval of Minutes from February 16, 2023: motion to approve by Godburn, seconded by Thornton. Discussion: omitted in item 6, Remarks from the Chair: Godburn had suggested that a set time/day be set for subcommittee meetings. Minutes approved unanimously with this revision.
6. Remarks from the Chair: Pandolfe expressed appreciation to Godburn for his assistance with developing succession planning as he takes over being the Chair of this Committee. Godburn noted importance of planning because of the many events that happen at the same time each year.
7. Old Business:
 - A. Year at a Glance: Pandolfe noted each item has a corresponding timeline.
 - i. Music Ambassador – Arts Coordinator suggested to table at this time. Michael will forward Barbara Arafteh's list of nominees. Vetting can start in August for January award.
 - ii. Wadsworth Mansion Open Air Market (August 27th) – The Arts Office has paid the booth fee of \$75.00. Michael requested a list of supplies needed for giveaways. Godburn noted that in 2022, the "goody bags" with coloring materials and postcards was popular. He added that, last summer, talking with visitors about "What's Your Art?" was an effective way to connect in an engaging and personal way, leading to questions and interactions about MCA and Middletown.

Michael aims to update the MCA brochure by the time of the Market; Wolfram offered to assist with graphics. Pandolfe will reach out to the Downtown Business District for their brochures, which the Arts Coordinator hands out with the MCA brochures.
 - iii. Middletown PRIDE (June 3rd) - Michael asked what offerings should be available at the Arts Office booth, noting that the buttons at the 2022 parade were expressive and afforded visitors a brief interaction with the MCA.

Godburn has met with the drag artists who will be applying makeup at the three salon chairs that will be set up at the MCA booth after the parade and will meet with them again to see what supplies will be needed. Two volunteers will be needed to assist participants completing the photo releases for the "Faces of Pride" images that will be compiled for the mural. Michael has a 35mm camera to use to capture images.



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Pandolfe will reach out to the "Funky Dawgz" band. Wolfram offered to take photos and make digital files. Godburn will get people to decorate a float.

Godburn will request the MCA for the PRIDE sponsorship fee of \$2500.00 at the next meeting. Michael will add a request for \$1500.00 for makeup and supplies from the MCA budget for MCA activities. These items will be added to the agenda for MCA's monthly meeting on April 26.

- iv. Arts Advocacy – Michael reported that the Arts Advocacy Award letters have been sent. At this point activities honoring the awardees have not been determined. Discussion of a summer concert, depending on the availabilities of the awardees, or possibly postponement of the celebration until the fall.
- v. Poet Laureate / Artist Laureate – The Arts Coordinator advised a one-topic meeting for Poet Laureate as the topic requires extensive discussion. The Arts Office staff will compile research on the Poet Laureate position in other towns. Tabled.

8. New Business

- a. Youth Involvement – tabled
- b. Inspirational grant – Godburn suggested that funding left over from grants could be used for other projects, possibly an outdoor Shakespeare performance. Suggested to start fiscal year with plan for a new project.
- c. 50th anniversary – done, remove from future agendas.

9. Other

- a. Next Planning and Projects meeting will be at 5 p.m. on Tuesday, May 16.

10. Adjournment: Meeting adjourned at 6:07 p.m.

Respectfully submitted,

Julia O'Halloran Faraci
Admin. Secretary III,
Arts & Culture Office

cc: Mayor's Office