



**Town of East Hartford
Commission on Culture and Fine Arts
740 Main St.
East Hartford, CT 06108-3114**

East Hartford Raymond Library
840 Main Street
Meeting Minutes
April 11, 2024

2024 APR 15 AM 10:25
TOWN CLERK
EAST HARTFORD

Kelly B. Silberman

CALL TO ORDER: Chair Roz White called meeting to order at 7:05PM

I. ROLL CALL:

PRESENT: Amanda Ackley, Joan Coates, Lisa Gold, Susan Tukey, Paul Wilusz and Roz White

ALSO PRESENT: Sarah Morgan, Library Director

ABSENT: Aida Ortiz and Tamara Bryan-Chuchro

ABSENT EXCUSED: Michael MacDonald, Glynis McKenzie, Thomas Lumpkin and Lakisher Hurst

Per Roberts Rules we have a quorum with 6 members

II. ACCEPTANCE OF MINUTES: March 14, 2024

Motion to approve minutes made by Com. Wilusz if no additions or corrections. Motion seconded by Com. Gold. One correction, Com. Bryan-Chuchro was absent. All in favor, motion approved.

III. CHAIR'S REPORT:

Chair White stated that she contacted the Mayor immediately after last month's meeting. In December Com. Yamamoto was chair of the nominating committee but then she moved. Chair White will stay as President until we have someone. Doing this as a favor to the Mayor. Chair will not accept anyone being disrespectful. If you continue to be disrespectful, I will remove myself. It was not a screaming match and will not tolerate the behavior. Anyone wishing to comment. Hearing none.

IV. Correspondence

Guest/Public Remarks – none

V. Committee Reports:

• **Library-**

-Sarah Morgan met with the Assistant Corporation Counsel regarding creating a Library Board. However because the Town Charter lists the library with the CCFA; so we can't do a separate library board. Have some ideas to submit to the Corporation Council, we still can have a library sub-committee added to the by-laws.

-Two programs in March- Tere Luna on March 17th, attendance was low only 15 people. Diverse age group; performer turned it into a workshop and got everyone up and involved.

On April 9th at Wickham Li Liu who performs acrobatic feats spoke about her own immigration story. Attendance was small.

-Eclipse party on the lawn of Raymond Library had at least 1000 people, Wickham had about 150.

-Participating in the Statewide Passport to all State Libraries, similar to the Wine Trail passport. Pick up a passport at one of the libraries, get it stamped and turn in completed passport at your hometown library and receive a prize. Receive small tokens at each library.

-Conducting interviews to hire head of adult services. Anticipating to hire in May.

- **Intl Film Series-** Com. McKenzie absent. Com. Coates attended film, film was fabulous, attendance of 10 or 12 people.

VI: Old Business:

Projected Projects/Events

Hartford Stage tickets- Com. Gold attended and reported that show was very funny and well done. All \$10 tickets were sold.

VII: New Business: Finance-

Projects/Events: Com. Wilusz may have a musical group, will bring more next meeting. Chair explains on the CCFA funding; balance of \$4227 left to be used before 7/1.

Com. Ackley asks whether the EHSYF can apply for a grant. Chair states that they can apply for a grant. If they fill out the grant within the next two months and submit.

Town wide Grants- management

Discussion held on grants that have been submitted.

-Grant 1-EH Memorial Day parade. Grant and purpose discussed.

Motion made by Com. Wilusz to approve the grant for \$870, motion seconded by Com. Tukey. All in favor, motion approved.

-Grant 2-Sounds of Summer. Grant and purpose discussed.

Motion made by Com. Gold to approve the grant for \$1400, motion seconded by Com. Wilusz. All in favor, motion approved.

-Grant 3-Juneteenth Festival. Grant and purpose discussed. Concern raised regarding business sponsorships. Always seem to be asking businesses over and over for various events. Decision to change amount requested for grant.

Motion made by Com. White to approve the grant for \$1500 instead of the \$1000. Com. Coates seconded motion. All in favor, motion approved.

As part of the process of the grant Sarah Morgan will email applicants and include the chair on the email with the decision.

Grant launch of press release discussion. If no quorum at July meeting then decision will be postponed until September meeting.

Draft Press Release –

The East Hartford Commission on Culture and Fine Arts (CCFA) is proud to announce the launch of a new competitive community grants program for the upcoming fiscal year (July 1, 2024 – June 30, 2025).

The program has two components: program/project grants, and grants for operating support.

East Hartford-based 501(c)3 arts nonprofits are eligible to apply for funds to support their operating budgets. Applicants must have a minimum of two years of consistent engagement in arts and/or cultural programming and/or services.

For the program/project grants, the proposed activity must be fully planned and directly relate to fine arts and/or culture. Eligible creative endeavors include, but are not limited to, concerts, performances, program series, festivals, workshops, exhibits, readings, after-school programs, and public art.

For complete eligibility requirements and to access the application, visit the CCFA website, found on the Town website under "Boards and Commissions."

Information sessions will be held in person at the Raymond Library on Sunday, May 5 at 2:00 PM and Friday, May 10 at 1:00 PM. A virtual option will be offered on Thursday, May 16 at 6:30 PM. Potential applicants are urged to attend one of the information sessions to be best prepared to complete the required application. Registration is available on the library's online calendar of events.

First round applications will be due on June 1, 2024 and will be considered at the CCFA's July meeting. Applications may be considered on a rolling basis during the year depending on the availability of funds.

For announcements and updates on the community grants program, follow the East Hartford Public Library Facebook page or visit the CCFA website. Please note that the East Hartford Public Library is only providing administrative support to the grants program. Funding decisions will be made by the Commission on Culture and Fine Arts at their regularly scheduled public meetings, held the second Thursday of the month in Meeting Room 1 on the lower level of Raymond Library.

Date for roll out will be April 22nd, Sarah also will post on the CCFA website. The training dates mentioned above with one change, Sunday May 5th will be 1:30. Also suggests one commission member be present at each session. Sarah will also create a power point and email it to all commissioners before first training.

Revision of By-laws:

Discussion held on wording of current by-laws. What should and needs to be changed. Sentences added, removed and additions were made. A draft of the by-laws will be presented at the next meeting for review.

Finances-

Chair found an error on an account that a bill was paid from. Will have Finance department make correction.

VIII. Approval of bills

Clerk for this meeting - \$100.

Motion made by Com. Coates to pay clerk, motion seconded by Com. Gold.
All in favor, motion approved.

Motion to adjourn the meeting made by Com. Tukey and seconded by Com. Wilusz.
All in favor, motion approved.

Respectfully submitted,

Sana Hart, Clerk

X: ADJOURNMENT:

Chair ends the meeting at 7:30.

Next meeting will be April 11, 2024, at the EH Library in Meeting Room 1

Minutes respectively submitted,
Sana Hart-Clerk