



**LEBANON ARTS & CULTURE COMMISSION
REGULAR MEETING AGENDA
West Meeting Room, City Hall
Tuesday, August 27, 2019
6:30pm**

1. CALL TO ORDER:

2. APPROVAL OF MINUTES:

A. JULY 23, 2019

Documents:

[Arts_7.23.19 Mins.pdf](#)

3. OTHER BUSINESS:

A. DISCUSSION RE: FOUNTAIN COVER PROJECT

B. DISCUSSION RE: 'TIS THE SEASON DECEMBER EVENT PLANNING

C. DISCUSSION RE: 5-10 YEAR VISION FOR THE ARTS IN LEBANON

4. COMMITTEE REPORTS:

A. Exploratory Funding and Processing: (K. Zook, R. Welsch, S. Fiore)

B. Civic Art: (J. Giordani, S. Fiore)

C. Programming: (A. Dingley, R. Foster)

D. Publicity/Marketing: (J. Clifford, J. Giordani, A. Dingley, R. Foster)

E. Data Collection: (D. Wilkie, Katrina Geurkink-private citizen, R. Welsch)

5. OPEN DISCUSSION:

6. ADJOURNMENT

AGENDA
ARTS & CULTURE COMMISSION
AUGUST 27, 2019

AGENDA ITEM #2
APPROVAL OF MINUTES

JULY 23, 2019

DRAFT

**CITY OF LEBANON
ARTS & CULTURE COMMISSION
MINUTES, JULY 23, 2019
City Hall – West Meeting Room
6:30 PM**

MEMBERS PRESENT: Jessica Giordani (Chair), Joe Clifford (Vice Chair), Rebecca Foster (Citizen Rep., Ward 1), Ben Van Vliet (Arts Org. Rep., Ward 1), Robert Welsch (Heritage Commission), Devin Wilkie (Citizen Rep, Ward 2), Karen Zook (City Council Rep.), Bill Dunn (EVEC Rep.),

MEMBERS ABSENT: Amy Dingley (Arts Org. Rep.), Sherry Fiore (Alt.)

STAFF PRESENT: David Brooks, Planning & Zoning Director

GUEST: Katrina Geurkink (Data Collection Subcommittee)

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2 **1. CALL TO ORDER: Chair Giordani called the meeting to order at 6:33 p.m.**

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4 **2. APPROVAL OF MINUTES: June 25, 2019**

5 Amendments:

6 Page 2, Line 30: Add “the Engineering Firm” before VHB; Page 2, Line 39: Add “being elevated to”
7 after is; Page 4, Line 12: Change “Rebecca Foster” to “Katrina Geurkink”; a couple minor grammatical
8 changes.

9
10 *Joe Clifford Moved to approve the June 25, 2019 Minutes as presented in the July 23, 2019 Arts &
11 Culture Commission agenda packet and amended above.*

12 *Seconded by Karen Zook.*

13 **The Vote on the MOTION passed (8-0).*

14
15 **3. OTHER BUSINESS:**

16 **A. Data Working Group Report (DWG):** Update re: information from the State.

17 This group spoke about the following take a ways from their meeting with Lisa Burk-McCoy:

- 18 • The biggest take away is trying to figure out what to do, as there is infinite potential on the
19 subject of data, and the DWG group was looking to Lisa McCoy for some context at the State
20 level. While data collection does not exist at the State level, Ms. McCoy has a tremendous
21 amount of resources that she can help the ACC connect with. She is interested in staying in touch
22 with us and would like to use Lebanon as a prototype to help develop a more systematic data
23 collection process across the State.
 - 24 • Getting buy in from other non-Lebanon focused areas would be valuable because the Upper
25 Valley will be affected by the ACC does.
 - 26 • Robert Welsch suggestion that the Commission should have a representative on other arts bodies,
27 or form an arts body, that covers the towns in the Upper Valley.
 - 28 • There is budding interest at the State level to organizing tourism activities around the Interstates,
29 which could align well with Lebanon’s location and potential activities.
 - 30 • “Creative Ground” was discussed. This organization is essentially a clearing house for Arts
31 Organizations and individual artists that captures data and opens up resources for funding.
- 32

1 The DWG also discussed the need for a vehicle to receive tax deductible funds from the public by
2 creating a 501(c)(3) that could be used by both the ACC and the Heritage Commission. Mimi Hains
3 (Vice Chair, Heritage Commission) has been assigned to work on this.
4

5 Discussions also took place on collecting data on the Tunnel Project and the impact this would have
6 for the Arts; the Market Assessment of the Farmer's Market Event, which was done in conjunction
7 with Vital Communities; the need to get manageable, and the right kind of, data; thinking about what
8 the City would be like in 5-10 years from now; and, the need to start collecting data from the
9 inventory of Lebanon events.
10

11 **B. Discussion Re:** The City's Tunnel Project and recommendations from the staff of the Lebanon
12 Opera House.

13 Mr. Brooks informed the Commission that he, the DPW Director and five (5) Opera House professionals
14 walked through the tunnel space to determine technical needs. They came up with recommendations that
15 he summarized for the engineering consultant VHB and email to the Commission. A lot of the
16 recommendations would not be reflected in VHB's 90% plan, but there is still a lot of work that needs to
17 be done between now and December. Recommendation highlights from the Opera House professionals
18 for the Tunnel Project were :

- 19 • Add two separate 200 amp systems built into the tunnel: One for lights and one for sound.
- 20 • Consider hanging points throughout the tunnel for speakers and lights, especially in the area of
21 the alcove.
- 22 • Identified the alcove as the only legitimate performance spot.
- 23 • Have a slightly raised stage within the alcove space (2-3 steps/20") and a ramp.
- 24 • Add multiple conduit runs and power drops every 25 ft. throughout the tunnel so people can plug
25 in an amplifier or lights, etc.
- 26 • Cost guesstimate was about approximately \$250K for the above work. Mr. Brooks noted that
27 some of this projected cost might be partially included in the infrastructure plans.
- 28 • Suggested that a wireless DMX systems to operate lights and sound be considered, but this could
29 get into some technical glitches and sometimes it is easier, and more reliable, to just plug these in.
30 The actual speakers and lights would probably be rented.
- 31 • The idea of adding motion detectors was discussed, which would be easy to install.
32

33 **C. Discussion Re:** Event with the Revels

34 Karen Zook informed the Commission that Revels North has moved to Lebanon and will be doing their
35 big Holiday December performance in the Opera House this year. They will also be doing a Gala for
36 their big donors, she thought, on the second to the last Friday of the year in the Council Chambers at City
37 Hall. This would be a good opportunity for the ACC to co-sponsor the party.
38

39 After some discussion from the Commission regarding the pros/cons of sponsoring the Revels, it was felt
40 that while it is good idea to celebrate, recognize and welcome the Revels to Lebanon, this should be done
41 under a different venue where the ACC would not be considered as favoring, or promoting, one art group
42 over another.
43

44 It was suggested that at the City's December 7th Celebrations, the ACC help out the Parks and Recreation
45 Department in setting up this event so the Arts can be one of the headliners. Chair Giordani will consult
46 with Parks and Recreation.

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4. SUB-COMMITTEE REPORTS:

- A. Exploratory Funding and Processing: (K. Zook, R, Welsch, S. Fiore). Have not met. No report.
 - Robert Welsch again mentioned the need for creating a 501(c)(3).

- B. Civic Art: (J. Giordani, S. Fiore). Have not met. No Report.
 - Chair Giordani sent out an email to one of the organizers of the Keene, NH Mural Project asking if they could make time to have a conversation with the ACC about their process in creating their Mural Project and discuss their fundraising process.

- C. Programming: (R. Foster, K. Zook, D. Wilkie).
 - It was noted that Amy Dingley has resigned as of today so Rebecca Foster requested that a few more people be added to this subcommittee. Devin Wilkie and Karen Zook volunteered to part of this group. Chair Giordani has also reached out to a person at Ava Gallery who does programming there.

- D. Publicity/Marketing: (J. Clifford, J. Giordani, ~~A. Dingley~~, R. Foster). Have not met. No Report.
 - Joe Clifford informed the Commission that he has been communicating with the City's digital media officer. She is willing to help the ACC with promoting their materials. He suggested the Commission look at the Mayor of Boston's Arts & Culture Commissions web site for ideas and bring their ideas to the next ACC meeting.

- E. Data Collection: (D. Wilkie, Katrina Geurkink-private citizen, R. Welsch).
 - Discussed above under Item 3.A.

5. OPEN DISCUSSION:

Karen Zook brought up the idea of having school children paint the fountain covers before they are placed on the fountains in October. After some discussion on how this project could be accomplished, Mr. Brooks said he will do some investigation with DPW and get back to the Commission. Chair Giordani and Karen Zook will coordinate with the schools.

6. ADJOURNMENT:

Karen Zook MOVED for adjournment.
Secoded by Robert Welsch.
**The Vote on the MOTION passed unanimously (8-0).*

The meeting was adjourned at 8:45 pm.

Respectfully submitted,
Dona E. Gibson
Recording Secretary