

FINAL

**CITY OF LEBANON  
ARTS & CULTURE COMMISSION  
MINUTES, August 27, 2019  
City Hall – West Meeting Room  
6:30 PM**

**MEMBERS PRESENT:** Jessica Giordani (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.), Sherry Fiore (Alt.)

**MEMBERS ABSENT:** Joe Clifford (Vice Chair)

**STAFF PRESENT:** David Brooks, Planning & Zoning Director

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**1. CALL TO ORDER: Chair Giordani called the meeting to order at 6:31 p.m.**

- Ms. Sherry Fiore was appointed to sit in for Mr. Clifford.
- It was noted again that Amy Dingley resigned from the Commission unexpectedly last month.

**2. APPROVAL OF MINUTES: July 23, 2019**

Amendments: Page 1, line 22: Change “protype” to “prototype”

***Councilor Zook Moved to approve the July 23, 2019 Minutes as presented in the August 27, 2019 Arts & Culture Commission agenda packet and as amended above.***

***Seconded by Mr. Rob Welsch.***

***\*The Vote on the MOTION passed (7-0).***

**3. OTHER BUSINESS:**

**A. DISCUSSION RE: FOUNTAIN COVER PROJECT:**

Chair Giordani informed the Commission that this is the first direct action project for the community. However, the schools would not be available to help out with this project due to the planning time-frame but the AVA Gallery’s after school camp program had an interest in painting the covers. She will be in touch with with them on the time-line and details, including supplies they may need for the project.

Mr. Brooks informed the Commission that the covers are stored in the maintenance building at the School Street Cemetery but would probably need some refurbishing before painting. He will speak with the DPW to get some more details.

Mr. Bill Dunn requested that he be part of Civic Art Working Group.

The Commission also discussed the following:

- The opportunity for the Fountain Cover project to become an Annual Event.
- Since there are 12 panels to be painted, and \$100 will be requested for each sponsorship panel, this would provide \$1,200 for the supplies that would be needed. Chair Giordani will speak with Krissy Flythe, from the Friends of the Recreation and Park Department to see if they would be willing to hold onto the funds for the time being.

- Councilor Zook will prepare an “Ask Letter” that can be handed out when marketing this project to businesses.
- Mr. Welsch would like to market this event to some businesses.
- Adding the dynamic content of the Fountain Project to the Arts & Culture Commission website and publish it in the VNews.
- Present an outline of the project for the Chamber of Commerce to put in their newsletter or an email blast. Their next meeting will be on September 12<sup>th</sup> at the Haven. Mr. Ben Van Vliet offered to present the project to the Chamber of Commerce.
- Taking pictures of the finished fountain panels before the snow flies that can be used for local outreach.
- Mr. Brooks assumed that panels could be installed on November 1, 2019, which initiated a conversation about holding an unveiling party on Friday, November 1<sup>st</sup> or in conjunction with the City’s Halloween festivities. He will check with the DPW to see if the fountain panels can be put up by October 27, 2019.
- Mr. Brooks will be the point person who will keep track of what businesses have been contacted so as not to duplicate marketing efforts. He asked Commission members to contact him before they go to any businesses so he can notify them if a particular business has already contacted.
- The opportunity for sponsorship roles on this project and how each sponsors logo might be incorporated into the design. It was suggested that rather than having logos on the fountain panels, they be embossed and placed beside the panels noting who has contributed to the project, as it is important that sponsors be recognized.
- How the children painting the panels could be honored, such as presenting them with buttons and/or certificates of recognition.

Chair Giordani said the Commission should button up the details outside of this meeting of what the sponsorship benefit to the sponsors will be: this information will go into the Ask Letter. This week, each member should send an email to David letting him know who they are planning to reach to. Mr. Brooks will distribute the Ask Letter from Karen to all Commission members. Right to Know Laws were discussed.

**B. DISCUSSION RE: ‘TIS THE SEASON DECEMBER EVENT PLANNING:**

Chair Giordani informed the Commission that this annual tree lighting event will be taking place on December 7, 2019. She will be in touch with the Recreation Department to see if the Arts & Culture Commission can collaborate with them in planning the festivities. She suggested having the Farmers Market participate; having vendors outside; placing art in store front windows (especially the Shoetorium building); and having carolers and possibly the Revels walking throughout the Downtown area. She asked the Commission to start brainstorming on this event.

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

The Commission started to discuss their 5-10 year vision for the Arts in Lebanon. Some of their comments were:

- In thinking about the vision for the Arts in Lebanon, it would be helpful to know where the Commission sees their efforts in leading us to our goals and funding in the City in 5-10 years from now, such as determining what kinds of programming, Civic Art, etc.
- Keep the Tunnel Project rotating on events.

- Outside of activities, the Commission should start thinking about what it wants to accomplish and how to we get there.
- Always have the ACC at the table for any major event, building or development project.
- Start thinking about getting a percentage of the funds for every project that goes up. This would need the City Councils approval. It would also help in providing the Commission funds for projects.
- Having Lebanon be the place people talk about for Arts in NH, being leaders in the community, and having the arts ingrained in all facets of West Lebanon and Lebanon (i.e., keeping the City's Art not only historical, but also having the theme that Art is for Everyone.)

#### 4. COMMITTEE REPORTS:

A. Exploratory Funding and Processing: (K. Zook, R. Welsch, S. Fiore, B. Van Vliet). Mr. Ben Van Vliet requested to be part of this working group.

- Mr. Welsch informed the Commission that he could not find an attorney in the area who would set-up a 501(c)(3). He was informed that the NH Center for Non-Profits might be able to help with this. Councilor Zook also knows a person who specifically helps in setting up non-profits and will put him in touch with her.

B. Civic Art: (J. Giordani, S. Fiore, B. Dunn): Bill Dunn requested being part of this working group. **No Report.**

C. Programming: (R. Foster, K. Zook, D. Wilkie):

- Mr. Wilkie reviewed and handed out a sheet with the names of important contacts and other arts-focused groups in Lebanon that the Commission can collaborate with to maximizing events with both areas of the City. He also spoke about setting up a Google Calendar on the City's website.
- Mr. Brooks said that he met with Melonie. They are trying to make all websites more dynamic in pushing out information and he will put Mr. Wilkie in touch with her.

D. Publicity/Marketing: (J. Clifford, J. Giordani, R. Foster): **No Report.**

E. Data Collection: (D. Wilkie, Katrina Geurkink-private citizen, R. Welsch): **No Report.**

#### 5. OPEN DISCUSSION: None

#### 6. ADJOURNMENT:

*Mr. Devin Wilkie MOVED for adjournment.*

*Seconded by Councilor Zook.*

*\*The Vote on the MOTION passed unanimously (7-0).*

**The meeting was adjourned at 7:47 pm.**

Respectfully submitted,  
Dona E. Gibson  
Recording Secretary