



Meeting Type: Arts Commission  
Meeting Location: McConnell Center Cafeteria  
Meeting Date: **Monday, September 13, 2010**  
Meeting Time: **6:15 pm**

6:20 pm. Meeting commenced.

**Members Present:** Joyce El Kouarti, Harvey Turner, Jeff Johnson, Jane Hamor, Melissa Doucette, Gail Tanner, Bob Walker

**Absent:** Kim Schuman, Marybeth O’Sullivan

1. Minutes from August 10, 2010 meeting were unanimously approved.
2. Minutes from July 17, 2010 meeting were unanimously approved.
3. Update on Joe B. Parks Riverwalk sculpture garden
  - Joyce followed up with Chris Parker, planning director and asked for a staff liaison, but the request was denied due lack of staff availability.
  - Next step is to submit an RFP to sculptors
4. CATA Mural (Butterfield’s Gym) Installation and Opening Ceremony
  - The goal is to get the mural installed first, then decide on a date for the opening ceremony.
  - Bob to follow up with Carolyn Schwartz.
5. Dover Chamber Directory of art venues
  - Joyce talked to Kirt Schuman and it has been determined that the cost for non-chamber members to be included in the directory was reduced to \$40.
  - Arts Commission discussed issuing a disclaimer, which states that the Dover Chamber of Commerce or Arts Commission reserve the right to review and determine feasibility of artists and their style of work before inclusion in the directory.
  - Joyce to issue a press release as a call for entries to local artists.
6. Report by Blue Crab Naming Committee
  - Harvey talked to Doris Grady at the Dover School Board and she will present the naming project at the next school board meeting.
7. Inventory of Dover Artwork update from Bob and Gail.
  - Gail sent an email to Christy Holmes and Megan Sampson to open a conversation and get the process started. Bob and Gail to continue with follow-ups.



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#### 8. Dover Noise Ordinance for Street Performers

- Bob has inquired with Police Department and City Hall with very little response from either party.
- Harvey presented Bob with the original document on street performers that Arts Commission started working on in 2008, and will submit an electronic copy to Commission members.
- Bob to find and submit a copy of the Street Performers document from City of Portsmouth and propose to City of Dover.
- Discussed that the licensing for vendors and street performers should be on the City website.
- Joyce sent a link for the peddler/street vendor information to Mike Gillis to be put on the Arts Commission website.
- Commission members will need to review ordinances before next meeting.

#### 9. Business Cards

- Jeff to follow up with Kim on usage of the City logo on business cards.
- Jeff to send email to Commission members to get name and email information to set up on cards.

#### 10. Artist Database on City Website.

- Links and information to artists is not working properly.
- Jane suggested putting artist info on Art Spider and Matchbook websites with a link to it from the City website, essentially moving all of the database to Art Spider/Matchbook.
- Jane to gather more information on both Art Spider and Matchbook.
- Discussed sending an email to artists to let them know about Art Spider/Matchbook and get them to register.
- Joyce to follow up with Mike Gillis about switching the database.
- Harvey to review current list of artists on database to see who are still in business and draft an email to artists about moving to Art Spider and Matchbook.

#### 11. Commission Rules/Bylaws.

- Commission members reviewed the revised draft that Alan Krans recommended. Joyce will make changes to the document, including verifying number of members. Commission members voted and unanimously approved document with changes.

#### 12. Digitally Recorded Minutes.

Commission members discussed the following:

- Written minutes from meetings are still required.
- How other committees handle their meeting minutes.
- Digital recording of minutes are required.
- Minutes need to be submitted within 5 business days to committee chair.
- Joyce to send minutes to Commission members and City Clerk.



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- Joyce to follow up about using a City-owned device or our own for the recording and audio file formats needed. Gail to pick up a City-owned device.

### 13. New Business/Matters of Interest.

Discussed the following:

- Vice Chair position open. Harvey volunteered to take this position. Commission members voted and unanimously approved his appointment to that position.
- Jeff passed out invitations to the opening of the Washington Street Mill Art Gallery & Gift Shoppe.
- The Apple Harvest Festival.
  - Harvey volunteered to have more bookmarks printed for the festival. Commission members offered to contribute money to cover costs.
  - First Street has been designated as an area for the local artists to set up booths.
  - Harvey volunteered to set up a tent/tables for Commission members to be available during the festival.
  - Commission members volunteered to man the booth for different time slots during the festival.
- Art Around Town event. Discussed this event and how to get artists to get involved and donate artwork as a fundraiser.
- Live webcast of a panel discussion by National Endowment of the Arts. September 14<sup>th</sup>.
- NH Open Doors event, October 9<sup>th</sup>, with local Dover artists to be a way to encourage artists to get involved.
- Cultural Resources Meeting. A roundtable discussion on Heritage and Tourism.
- Artists for Open Window Displays. Networking event in Concord's creative community. Call for Commission members to attend artists functions.

7:50 pm. Meeting adjourned.