



Meeting Type: Regular Meeting  
 Meeting Location: McConnell Center Cafeteria  
 Meeting Date: 9- 10 -12  
 Meeting Time: **6:30 p.m.**

Present: Jane Hamor, Kim Schuman, Aimee Blessing, Rebecca Proctor, Martha Kaubris, Jamie Clavet, Ed Spuler (City Council representative), Jake Johnson

Absent: Martha Mason, Jesse Burdwood, Malone Cloitre

### 1. Call to Order

- Jane Hamor called meeting to order at 6:35 pm
- Rebecca Proctor to take minutes for this meeting

### 2. Minutes (All)

Addition to the minutes:  
 Changes to the minutes:

- A few punctuation and spelling corrections.

Motion to accept the minutes as amended by Jane Hamor  
 Second by Martha Kaubris  
 Motion passed unanimously

### 3. Inventory of Dover artwork (Rebecca Proctor)

- Jane confirmed that the inventory spreadsheet has been submitted to Annie Dove and the finance department. The finance department will be responsible for appraising the inventory.
- The Arts Commission can remove from agenda

### 4. HS Project Update (Jane Hamor)

- Jane Hamor, Kim Schuman and Jake Johnson represented the Arts Commission at the unveiling of the Joe B. Parks Riverwalk Community Sculpture Garden on September 8<sup>th</sup>, at 11am.

### 5. Membership Status (Jane Hamor)

- Martha Mason doesn't have the time to commit
- Jane will follow up to make sure that Martha withdraws her application.

### 6. Web Page, database, Dover Download (Kim Schuman)

- Web Page/Database – No Update
- Dover Download – submissions must be received one week prior to events.

### 7. Henry Law Planning (Justine Roberts)

- Kim Schuman spoke with Justine Roberts and the Henry Law Park project is at a stand still due to parking and financial issues.
- Ed Spuler reported that the Children's Museum is working on a grant and the design of the park. A future meeting will be setup.



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#### 8. Busking Flyer (Aimee Blesing)

- Aimee presented the Busking Poster
- Kim Schuman expressed concern about the image the Busking Poster will portray to the public.
- Aimee will be making a few minor adjustments to the poster. The Arts Commission logo will be moved from the top to the bottom of the poster. Bullets will also replace the slashes. Corrections will be made and the final poster will be sent to everyone. Any edits need to be received within 48 hours.
- Aimee will layout a ½ page Busking Poster
- Ed Spuler will be checking with the City to see if they will allot a budget for the printing. An estimate of 500 copies will be needed for Apple Harvest Day.
- Ed will check with the City to see if the Art Commission can receive donations during events.

#### 9. Press Release (Aimee Blesing)

- Aimee will make changes to the press release and will email to everyone. Any grammatical edits need to be received within 48 hours.

#### 10. Fiber Art Installation (Malone Cloitre)

- The reception at the Children’s Museum went extremely well and was attended by approximately 60 people.
- The Fiber Art Installation made local and national news. (USA Today, NPR and the Foster’s Daily Democrat)

#### 11. Exhibit Guidelines For Artists (Malone Cloitre and Kim Schuman)

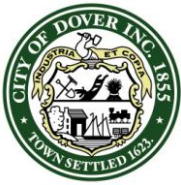
- Jane would like to see guidelines put in place for future events. The guidelines should outline the responsibilities of the artists. (Malone and Kim will be responsible for the guidelines)

#### 12. Social Media Policy (Rebecca Proctor, Malone Cloitre and Kim Schuman)

- Facebook posts will be monitored by the sub-committee

#### 13. New Survey Locations (All)

- Print more Surveys for the theatre company and for Apple Harvest Day
- Aimee Blesing will email everyone the survey link and printable file
- Jamie Clavet will look into Drop Box



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#### 14. Strand Theater (Jane)

- Jane attended a meeting at the Chamber of Commerce and a Charitable Foundation has offered to donate \$20,000 to do a feasibility study on the Strand.
- Dover Listens will have a booth outside The Strand on Apple Harvest Day
- The Arts Commission will have representatives surveying the community during the festival

#### 15. Apple Harvest Day (Rebecca)

- Several Artists have signed up for the Arts Pavilion at the McConnell Center
- The Arts Commission will have representatives rotating throughout the festival
- The Arts Commission will also have a booth located at the Arts Pavilion

#### 16. Creative Economy Toolkit (Jane)

- The creative community have developed a tool kit for organizations and the non-profit sector
- The Toolkit has been revised and will be submitted to the planning committee for approval
- The Creative Economy Toolkit PowerPoint presentation is still being worked on

#### 17. Outreach Reports (All)

- Jake Johnson will be attending the Assisted Living Event

#### 18. New Business (All)

- Arts Commission Internship was discussed
- Ed Spuler offered to speak with the Dean at WSBE to find out about internships
- Aimee Blesing will make inquiries within the College of Liberal Arts
- Aimee Blesing is in the process of creating a newsletter for print and on-line. (Martha Kaubris and Aimee Blesing to create sub-committee)

Motion to Adjourn by Martha Kaubris

Second by Kim Schuman

Meeting adjourned at 8:15 p.m.