



Meeting Type: Regular Meeting  
 Meeting Location: McConnell Center Cafeteria  
 Meeting Date: 11- 12 -12  
 Meeting Time: **6:30 p.m.**

Present: Kim Schuman, Malone Cloitre, Martha Kaubris, Jake Johnson, Aimee Blessing, Jamie Clavet  
 Guest Speaker: Mike Gillis, City of Dover, Media Service  
 Absent: Jane, Hamor, Rebecca Proctor, Ed Spuler (City Council Rep.), Justine Roberts, Aimee Blesing, Jamie Clavet

### 1. Call to Order

Kim Schuman called meeting to order at 6:38 pm  
 Malone Cloitre to take minutes for this meeting  
 Minutes will not be voted on as lack of quorum. This will be completed at the December 2012 meeting

### 2. Guest Mike Gillis, Media Services Coordinator for the City of Dover

- Mike can help the DAC through media outlet such as channel 22, Dover Downloads, and sending out press releases
- DAC: We support and promote arts in the city of Dover. This includes assisting in making Dover a vibrant arts community along with the economic impact of the art on the city of Dover.
- Reminded us to please forward press releases to him prior to releasing so that he make sure we are following the rules regarding our public role and being a public commission such as the right to know law.
- Informed us that Fosters uses AP format for their press releases
- In regards to email conversations becoming an outside meeting, Mike let us know we can attach email meeting to the minutes of a meeting when we submit them to the city.
- Newsletter: we are welcome to do a newsletter. He reminded us to stay with our mission and obligation to the public.
- Social Media: we should be mindful of the dialogue in the comments sections and our replies. We should have a disclaimer statement on our Facebook page.
- Fundraisers: We can do fundraisring and grantwriting. The funds would be handled by the city. The city would be seen as the fiscal agent.
- The DAC is permitted to use dropbox or google docs to hold documents.
- Mike will contact Annie Dove about city of Dover email for the members of the committee that do not have it and get back to Kim Schuman.

### 3. Minutes (All)

Addition to the minutes: N/A  
 Changes to the minutes: N/A

Motion to accept the minutes made by N/A  
 Second by N/A  
 Motion passed N/A

### 4. Membership Status/Appointments (Ed Spuler)

No report



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**5. Social Media policy (all)**

No report

**6. Survey (All)**

No report

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

No report

**8. Strand Theater update (Jane Hamor)**

No report

**9. Exhibit Guidelines For Artists (Kim, Malone)**

Malone Cloitre and Kim Schuman to document the roles & responsibilities of artists when they are approved for a public art exhibit in the city. Kim and Malone will look into protocols other cities or commissions have used to create a draft.

**12. Outreach Reports (All)**

1. Kim: We can use either the McConnell center media room or another public venue to do a Dover screening of Freddie's film. The group discussed that the McConnell center might not be most user friendly site. There were suggestions of a site in the Mills. We will continue to look into a suitable site for the viewing.
2. High School poetry: Malone will try to put together some information to put on the Facebook page and will send it out to Kim and Jane for review.

**13. New Business**

Motion to Adjourn by Martha Kaubris

Second by Malone Cloitre

Meeting adjourned at 8:10 p.m.