

**CITY OF DOVER**

## ARTS COMMISSION –MINUTES /DRAFT

**Meeting Type:** Regular Meeting  
**Meeting Location:** McConnell Center Cafeteria  
**Meeting Date:** 9-8-14  
**Meeting Time:** 6:30 p.m.

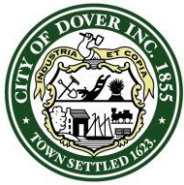
**Members Present:** Jane Hamor, Co-chair  
Jake Johnson  
Mark Cuddy  
Jamie Clavet  
Martha Kaubris  
Liz Goldman (alternate)  
Cecilia Kiely (alternate)  
Kim Schuman, Co-chair

**Members Absent:** Aimee Blessing  
Stephanie Moquin

**Guests Present:** Mike Joyal, Dover City Manager  
Hayley Harmon, Jake's co-worker

### Minutes

1. Call to Order/Minutes
  - a. Jane calls meeting to order at 6:38 p.m.
  - b. Approving July minutes
    - i. Quorum was not met for August meeting (8-5-14).
    - ii. Small grammatical error is corrected on July meeting minutes.
    - iii. Minutes from July meeting are approved, all voting in favor.
2. Public Art – Mike Joyal, City Manager
  - a. Mike Joyal is introduced to commission members.
  - b. City manager starts discussion
    - i. City manager's concerns about displaying public art:
      1. Defining what type of art is appropriate for public display
      2. Protecting First Amendment rights of citizens, no censorship
    - ii. City manager would prefer art to be "commissioned" by the city to avoid these issues.
      1. Example of city commissioned art: the blue crab in front of Children's Museum
  - c. Arts Commission addresses concerns about public displays, noting:
    - i. Artists would have to apply and be selected to display their work.
      1. Not creating a "public access" display space
    - ii. Commission would use existing exhibit guidelines and application process.
      1. Artwork would have to meet specific criteria before being displayed.
    - iii. Commission would work with department heads in each building to ensure they are on board with any displays.

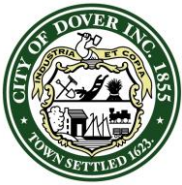


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- d. \*Need to create a statement that outlines selection criteria
  - i. Mike will contact department heads and city attorney (Anthony Blankensop)
  - ii. City attorney will draft a statement and solicit commission input.
- e. **Liz & Jake: Send list of potential exhibit spaces to Mike Joyal.**
3. Percentage for Art – New police station & parking garage (Martha, John)
  - a. On Friday (9/5), Jane and John O’Connor met with police chief and Capt. William Breault, who is serving as a liaison for architects/arts commission.
    - i. Police representatives were excited about the idea of dedicating funds to art, and incorporating more creativity into the design of building
      1. Parking garage signage and landscaping green area out front of new police building were identified as potential places for art.
  - b. Commission needs to submit a proposal for funding/make an ask.
    - i. Budget is currently up in the air—we need to give building committee a sense of how much we need.
    - ii. New police building should be completed January 2016.
  - c. Mark will take lead on this project.
  - d. **Mark: Contact Capt. William Breault to set up next discussion.**
  - e. **?: Research how much funding is needed for project and create proposal.**
4. Exhibit Guidelines for Artists (Jane, Jaimie)
  - a. Jamie is working with contact at UNH gallery re: their insurance policy for displaying art
  - b. **Jaimie: Follow up and report back.**
5. Dover Arts Center, *formerly Strand Theatre project* (Jane, Jaimie, Jake)
  - a. Jane suggests the Arts Commission work with the committee responsible for new/renovated high school building, especially regarding plans for a theater.
    - i. Suggests subcommittee shift focus from The Strand building to this new project
    - ii. This conversation might build support for later efforts to build a smaller community arts space.
  - b. **Jaimie & Jake: Set up meeting with superintendent re: high school building plans.**
6. Legacy Fund/Press Release (Martha)
  - a. The Arts Legacy Fund appears on the new green envelope!
    - i. And it’s even listed at the top—yay for alphabetical order!
  - b. Martha has given Kim a draft of the press release for editing.
  - c. **Kim: Edit press release.**
7. Cocheco Arts Festival (Aimee)
  - a. Aimee is not present to report, but by all accounts Arts Festival was a success and seemed to be attracting more diverse audiences this summer.
8. New Survey: Arts and Culture Inventory (Aimee)
  - a. No major changes have been made to the survey since the last draft.

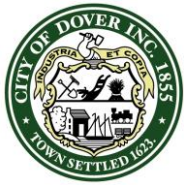


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- b. Approving survey draft
  - i. Martha moves to approve survey; Jake seconds.
  - ii. Vote passes—survey is approved unanimously.
- c. **Aimee: Send out survey and notify commission members about following up with participants.**
- 9. Webpage & Social Media (Cecilia, Kim)
  - a. Kim met with Mike Gillis regarding e-newsletter concerns.
    - i. Logistics of creating content and having it approved by city before being sent
      - 1. Dover uses Constant Contact for city newsletters.
        - a. Mike Gillis is looking into options for Arts Commission members to draft newsletter but not send it. Mike will approve all copy and send e-newsletter to mailing list.
      - 2. Mike wants to use Dover Download template for consistency.
      - 3. Arts commission will be able to send to City of Dover mailing list (4,000+ contacts).
    - ii. E-newsletter will be focused on providing a comprehensive arts events listing for the city as well as keeping citizens updated on what the Arts Commission is and what we are working on.
  - b. Goals for e-newsletter
    - i. Communications Subcommittee will aim to put out first newsletter by January 2015 and follow a quarterly release schedule.
    - ii. E-newsletter will be focused on providing a comprehensive arts events listing for the city as well as keeping citizens updated on what the Arts Commission is and what we are working on.
  - c. Kim notes that the Communications Subcommittee must take minutes, post agendas, etc. in the same way the larger arts commission does.
  - d. **Kim: Follow up with Mike Gillis re: creating city email account for enewsletter (as alternative to using the “DoverArtsCommision-all” email).**
- 10. Membership
  - a. Rebecca Proctor has resigned from the commission.
    - i. Kim will remove Rebecca’s Facebook administrator access.
  - b. Due to vacancy, one of the current alternates (Liz and Cecilia) will become a voting member.
    - i. Per discussion immediately following meeting, Liz will become full member and Cecilia will remain as an alternate.
- 11. Other Projects
  - a. Bike Racks
    - i. Jamie will contact UNH professor to discuss partnership and find out average cost of bike rack (materials + labor)
  - b. City Council Presentation
    - i. In progress



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- c. Arts & the Chamber, Main St.
    - i. Possible sponsorship opportunities for downtown businesses with bike rack project
  - d. Building Committee for new HS
    - i. Move this discussion under Dover Arts Center
  - e. Marketing the Arts Commission - who we are, what we do.
    - i. No discussion
12. Outreach Reports (All)
13. New Business
- a. None
14. Adjourn
- a. Liz moves to adjourn meeting; Jamie second. All present vote in favor to adjourn.
  - b. Meeting is adjourned at 8:21 p.m.