

David R. Martin  
Mayor

Thomas Madden, AICP  
Director of Economic  
Development

John R. Varamo Jr.  
Program Manager of  
Arts and Culture



Lou Ursone  
Chair  
Lisa Cuscuna  
Vice-Chair  
Marti Etter  
Secretary

Commissioners  
Valerie Cooper  
Lynne Colatrella  
Angie Durrell  
Jennifer McIntosh  
Michael Moran  
Bonnie Wattles

# CITY OF STAMFORD

## ARTS AND CULTURE COMMISSION

### OFFICE OF ECONOMIC DEVELOPMENT

#### Arts and Culture Commission Meeting Minutes Stamford Government Center, Stamford Connecticut Wednesday, October 17, 2018

#### 1. Call to Order

Chairman Ursone called the meeting to order at 8:05 AM

#### 2. Roll Call

Commissioners Present: Lou Ursone, Marti Etter, Lisa Cuscuna, Valerie Cooper, Angie Durrell, Michael Moran, Bonnie Wattles

Commissioners Late: Jennifer McIntosh, Lynne Colatrella

Staff: Thomas Madden, Director of Economic Development & John Varamo, Program Manager of Stamford Arts & Culture

#### 3. Reading and Approval of Minutes

Chairman Ursone asked if all commissioners have read the minutes from the Regular Meeting held on 9/12/2018. He then asked for a motion to accept these minutes. A motion was made by Ms. Etter and second by Ms. Cooper. The motion passed unanimously.

Chairman Ursone asked if all commissioners have read the minutes from the CAPP Meeting held on 9/12/2018. Mr. Moran amended the minutes to reflect that he recused himself from the CAPP discussion of Loft Artists Association, and not the Stamford Art Association. Chairman Ursone then asked for a motion to accept the minutes as amended. A motion was made by Mr. Moran and second by Ms. Cuscuna. The motion passed unanimously.

Chairman Ursone asked if all commissioners have read the minutes from the Regular Meeting held on 9/24/2018. He then asked for a motion to accept these minutes. A motion was made by Ms. Etter and second by Ms. Cooper. The motion passed unanimously.

#### 4. Committee Reports

- a. Arts Inventory – Bonnie Wattles & Valerie Cooper
  - i. The commission discussed the city's arts database that was compiled, and mentioned that it was a very manageable list of arts.
  - ii. Many of the prints within Stamford Government Center still need to be inventoried, but all the original artworks and public art has been inventoried.
- b. Grants – Angie Durrell & Jennifer McIntosh

- i. Ms. Durrell mentioned that without a strategic plan or budget, it is very difficult to apply for grants.
- c. Organizations – Lisa Cuscuna & Marti Etter
  - i. Ms. Etter mentioned she made phone calls and sent emails in an effort to update the city’s list of cultural and arts organizations.
  - ii. Mr. Varamo said he would send additional arts organizations to Ms. Etter.
  - iii. Ms. Cuscuna said she would reach out to the LAA to include in the organizations database, and suggested a flyer could be distributed at events. Ms. Cuscuna and Ms. Etter will sit down and work on a postcard sized flyer for distribution which Mr. Madden said he could have printed.

**Ms. McIntosh arrived at 8:15 AM.**

## **5. Old Business**

- a. Budget
  - i. Mr. Madden submitted \$200,000 in the Economic Development Capital Budget on behalf of the Arts & Culture Commission. 50k for a strategic plan, 15k for art appraisals to update insurance policies of the city’s art collection, and 135k for art restoration.
  - ii. Mr. Madden mentioned that a new website for the city is in development, and that the Arts & Culture Commission will have a section on the website, but a standalone website for SACC is not in the current plan or budget.
  - iii. Mr. Varamo will send the commission the new Stamford wayfinding plan which includes public art pieces and synchronized light-up gateway signage.

**Ms. Colatrella arrived at 8:30 AM.**

- b. SACC Logo
  - i. Ms. Colatrella will sit down with Mr. Varamo next week to write the application for 99Designs and then he will send the commissioners the designs by email to vote on their favorites and provide feedback.
- c. Norwalk Arts Inventory Plan
  - i. Ms. Colatrella mentioned that Mr. Madden sent around Norwalk’s Art Inventory and Maintenance Plan which the commissioners should review for the next meeting. Key initiatives should be considered for Stamford’s Art Maintenance Plan that the commission must put together.
- d. Core Values
  - i. The commission has not been able to meet to follow up with the core values meeting, but Ms. McIntosh will send out a Doodle poll to identify what date and time works best for the full commission to meet and discuss.
- e. Commission Report
  - i. Chairman Ursone and Mr. Varamo will put together a brief report for the Board of Representatives to showcase the successes of the commission over the past year.
  - ii. This will include the arts inventory, a summary of the CAPP grant, the organizations database, core values, and the new logo design.

## **6. New Business**

- a. CAPP Awards Review
  - i. The Commission would like to be proactive with various news releases that highlight the CAPP grant events individually, to increase visibility to the arts and the positive impact of the grant.

- ii. The Commission will sit down and go over the CAPP grant review form to make sure the grant was properly used.
  - iii. Ms. Colatrella would like more press to announce the CAPP grant applications, and Mr. Varamo stated that a press release was sent out by the Mayor's Office and was picked up by the Stamford Advocate. The application was also announced on the city's Economic Development and Arts & Culture pages. Ms. McIntosh mentioned she could help get a larger press audience.
  - iv. Ms. Durrell will put together ideas on how to make the CAPP grant more accessible to the public. Ideas included workshops for grant writing, as well as having the application available in multiple languages.
- b. Officer Elections
    - i. Elections will be held in January for new officers. Commissioners who want to run for an officer position will email Mr. Varamo and Mr. Madden to be put on the ballot.
  - c. 2019 Meeting Schedule
    - i. The commissioners felt the monthly meeting are too frequent to accomplish the tasks they are assigned, and would like to meet every other month in 2019. Committee meetings with supplement the full commission meetings.
  - d. SCORE Partnership
    - i. There was not enough time to discuss this point, thus, it was tabled for next month.

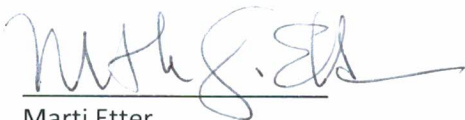
## 7. Next Meeting

- a. Discussion – Next Meeting Agenda
  - i. Because next month's meeting on Nov 21 falls on the week of Thanksgiving, Chairman Ursone asked for a motion to move the next meeting to Nov 14, Ms. Cuscuna made a motion which was seconded by Ms. McIntosh. The motion passed unanimously.
  - ii. The meeting will be a Special Meeting focused on the Core Values.

## 8. Adjournment

Chairman Ursone asked for a motion to adjourn the meeting at 9:05 with motion from Ms. Colatrella, and a second from Ms. Cuscuna. The motion passed unanimously. With no further business to discuss, the meeting was concluded.

Respectfully submitted,



Marti Etter  
Secretary  
Stamford Arts and Culture Commission