



**ARTS COMMISSION
REGULAR MEETING
TUESDAY, AUGUST 3, 2021 – 6:00 - 7:00 PM
AGENDA**

To allow public access, anyone may access a meeting by telephone or Zoom. Specific instructions and links can be found at www.norwalkct.org/meetings.



Members of the public can call in and listen to a meeting. They will not be able to speak or see any of the meeting participants. Each meeting will use a unique Meeting/Webinar ID. Please find the information using the link above.



Members of the public who wish to provide "live comments" will need to register in advance and use the Zoom meeting platform. All participants will be muted upon entering the meeting. To speak, click the "raise your hand indicator" and you will be called on by the host of the meeting during the public comment section. Please find the information using the link above.



Members of the public who wish to provide public comment are encouraged to submit those via email in advance of the meeting. For these comments to be read into the record, they should be submitted at least three hours in advance of the meeting start time. Please email Maritza Alvarado at malvarado@norwalkct.org to provide written public comment prior to the meeting.

I. CALL TO ORDER

II. ROLL CALL

III. PUBLIC PARTICIPATION

IV. ADMINISTRATION

- a. Approve the minutes of the June 1, 2021 regular meeting

V. COMMITTEE/STAFF UPDATES

- a. Budget Committee Update
 - i. Finance update – Nori Grudin & Sabrina Church
- b. Communications Committee Update
 - i. Social Media update – Michelle Rakowsky & Marc Alan
- c. Infrastructure Committee Update
 - i. MLK update – Janet Evelyn & Julio Pardo
 - ii. State underpass project – Brian Kaspr

VI. NEW BUSINESS

- a. Review Oksana Gallery Light display proposal.

VII. OLD BUSINESS

- a. Art Manifestation: Art Judging

VIII. ADJOURNMENT

**CITY OF NORWALK
ARTS COMMISSION
JUNE 1, 2021
VIA ZOOM**

ATTENDANCE: Marc Alan, Chair; Robert Abriola, Nori Grudin, Brian Kaspr, Jolie Leung (6:05pm), Elizabeth Tardif, Kadeem Roberts, Steven Rust, Melissa Matuska

ABSENT: Matthew O'Callaghan

STAFF: Sabrina Church, Director of Business Development and Tourism

OTHERS:

CALL TO ORDER

Mr. Alan called the meeting to order at 6:03p.m.

ROLL CALL

Mr. Alan called the Roll as indicated above. Mr. Alan introduced Elizabeth Tardif and she gave a brief summary of her background.

PUBLIC COMMENT

There was no Public Comment.

ADMINISTRATION

a) Approve the minutes of the May 4, 2021 regular meeting

****MR. ABRIOLA MADE A MOTION TO APPROVE THE APRIL 6, 2021 MINUTES**

****MR. KASPR SECONDED THE MOTION**

****MOTION PASSED (8 IN FAVOR, 0 AGAINST, 1 ABSTENSION (E. TARDIF)**

COMMITTEE/STAFF UPDATES

a) Budget Committee Update

i) Finance Update – Nori Grudin & Sabrina Church

1. Current Budget
2. FY22 Budget - Operating

Ms. Grudin reported on the financials. She briefly discussed the budget and said the bills are now beginning to roll in on the Washington Street barrier project. They currently have \$4,000.

b) Communications Committee Update

i) Social Media Update – Michelle Rakowsky & Marc Alan

Mr. Alan presented on this. There is really nothing to report. There has been no new social media promotions. The commission is currently out of money until the next fiscal year. He would like the Commission to continue to support art on social media, as it is very vibrant. Post on Facebook and Instagram, all members have access.

c) Infrastructure Committee Update

i) MLK Update – Janet Evelyn & Julio Pardo

Mr. Kaspr had no update for the Commission.

They then began to talk about the different committees they have. The Commission now has an official set of Bylaws, approved by the Common Council, which is now a basis for the Commission to grow and set official guidelines to follow.

NEW BUSINESS

a) Amending the mission of the Arts Commission to include an Equity Statement

There was discussion about equity and they feel it should be incorporated into the Commission's mission statement. They will look at other City's policies and other practices and draft something up for review by the Commission.

b) Creating (3) banners + (1) step and repeat for the Arts Commission to use at events in 2021/22 plus miscellaneous printing (creating a pamphlet and/or sticker, some item to be handed out at events), funding to come out of next FY budget.

The Commission is looking to get banners and printing materials for use at events. Next month they will have pricing and can be approved in July. They would like to spread the message. Looking to develop a new arts commission logo.

OLD BUSINESS

a) NICE Festival

The Commission decided they just can't blindly sponsor any event. They aren't going to sponsor, but they do want a booth to spread the presence of the Arts Commission at the NICE Festival.

****MR. KASPR MADE A MOTION TO APPROVE \$333.33 FOR NICE FESTIVAL BOOTH**

****MR. RUST SECONDED THE MOTION**
****MOTION PASSED UNANIMOUSLY**

b) Make Music Day

The commission has no funding to participate this year.

c) Art ManiFESTation

The commission is going to get a booth for this event. They will also be looking into getting a reusable, branded, tent for upcoming events.

****MR. RUST MADE A MOTION TO TABLE THE DISCUSSION TO NEXT MONTH**
****MR. ROBERTS SECONDED THE MOTION**
****MOTION PASSED UNANIMOUSLY**

ADJOURNMENT

****MS. TARDIF MADE A MOTION TO ADJOURN**
****MS. GRUDIN SECONDED THE MOTION**
****MOTION PASSED UNANIMIOUSLY**

The meeting adjourned at 7:30pm.

Respectfully submitted,

R. Bromark
Telesco Secretarial Services

Norwalk Arts Commission FY 2021-22				
Printing & Duplication				
Account # 01-14-50-5221				
Date	Description	Debit	Credit	Balance
1-Jul	Beginning Balance			\$ 1,500.00
14-Jul	Gway	\$ 370.00		\$ 1,130.00
				\$ 1,130.00
				\$ 1,130.00

[illegible]

Norwalk Arts Commission FY 2021-22				
Advertising				
Account # 01-14-50-5237				
Date	Description	Debit	Credit	Balance
1-Jul	Beginning Balance			\$ 1,500.00
				\$ 1,500.00
				\$ 1,500.00

Norwalk Arts Commission FY 2021-22	
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Other Professional Services	
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Account # 01-14-50-5258

[illegible]

Norwalk Arts Commission FY 2021-22	
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Business Expenses	
Advertising	100
Commissions	100
Depreciation	100
Insurance	100
Interest	100
Repairs	100
Salaries	100
Taxes	100
Travel	100
Utilities	100
Wages	100
Other	100
Total	1,000

Account # 01-14-50-5286				

[illegible]

Norwalk Arts Commission							
Budget Summary							
Dept	Account	Summary	Original Balance	Expenses	Transfer In	Transfer Out	Balance
011450	5221	Printing & Duplicating	\$ 1,500.00	\$ (370.00)	\$ -	\$ -	\$ 1,130.00
	5225	Secretarial Services (PO for Telesco Secretarial Services)	\$ 2,100.00	\$ -	\$ -	\$ -	\$ 2,100.00
	5237	Advertising	\$ 1,500.00	\$ -	\$ -	\$ -	\$ 1,500.00
	5258	Other Professional Services	\$ 7,800.00	\$ -	\$ -	\$ -	\$ 7,800.00
	5286	Business Expenses	\$ 1,500.00	\$ -	\$ -	\$ -	\$ 1,500.00



Patrick Sikes
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