

Exeter Arts Committee

The meeting of the Exeter Arts Committee was called to order 6:30 on this 22th day of February 2016 in the Town Hall Gallery

Present: Kathy, Karen, Scott, Karen **Absent:** Marissa, Jane, Joanne, Sharon

These are Un-official minutes due to a lack of an official quorum.

Topic	Discussion	Action
January minutes	No quorum	Continue to March meeting
Kit Cornell/Bill Childs' request	There was a conflict in dates with New Hampshire Open Doors.	Request withdrawn
Bob Richardson's Use of Back Room		Unofficially approved
Cazzi (sp?) Exeter Fine Crafts	We need more specific dates that they wish to use the back room. Because of the recent increase of requests for use of the back room, we are evaluating the rules and regs.	Kathy will respond to the request
Back Room Usage	We need to have ONE PERSON in charge of scheduling and paperwork. Another aspect of dividing the committee workload so that no one person ends up with too much	Sharon Marston offered (after the meeting) to be the Back Room manager. We will move forward with this and tweak details as needed
Show Reports	The chair of each show needs to write a report, presented in such a way that it can be incorporated into the Annual Report to the Town	The report needs to be forwarded to Kathy shortly after the show (Jane's comment: how about a format to familiarize new members/chairs what should be included. See Karen D.'s previous reports)
Calendar for 2016	Website needs to be updated	Kathy will contact Marissa
Various EAC paperwork	Karen N. will organize our paperwork and manage the file cabinet in the kitchen area	Email requests for Gallery usage, etc., need to go through the exeter2arts.gmail account. Jane will print it out and give the paperwork to Karen to file.
Lottery Days	Each year: Second Saturday of January, May and September.	