

Jupiter Art Committee
Meeting 08/21/23 6 p.m.

- I. CALL TO ORDER-

II. ATTENDANCE AND QUORUM

Penny Payne, Vice Chair

Rose Shaw

Barbara Lentz

Elizabeth Dashiell

Marc Blatchley

Dorothy Katz

Scott Klimek

Dylan Friday

Luiz Rodea

Lorrie Williamson

Satu Oksanen, staff liaison

APPROVAL OF MINUTES: Dorothy motioned, Rose second.

REPORTS: Financial: Satu reviewed financing and Penny opened/led meeting in Brenda's absence. Asking for any outstanding invoices or payments needed, as Sept 30 is end of fiscal yr. for us?

Advertising and marketing- Elizabeth, usually works with PR and Marc assists with Social media, past show, what was learned?

Elizabeth: Need to Boost posts and recommended an upcoming overview of a 'Season' announcement -on calendar or flyer or rack card with code to scan for details. Connect that to new Instagram account sharing our presence as Art Committee/local art events

Dylan agreed and offered to work on that, with Elizabeth as well, with lots of experience to share. Concern is how to collaborate on posts together with the 'Sunshine law rules of 'no separate discussion?

All felt Instagram presence would be big help and could promote events faster and easier. Rose shared that the Creek District in Martin County also has very active page that has a lot of Arts events and interest.

Penny reminded members Marc and Elizabeth do advertising, and work in tandem with Town, on the Town of Jupiter web page, & Brenda also manages Friends of Jupiter Gallery page. We always need the promotion -all is submitted to Satu and then sent for approval.

We're reminded again re Sunshine Law, when planning events etc. that 2 elected can't meet separately and discuss committee business- or call/email each other; there was discussion about

that as situations occur when we as volunteers, have to get set up for shows, purchase decorations, etc. and need to work together between meetings to get job done.

* It is understood that there is no discussion about items of business that would require a **vote**, but need clarification on procedure for working on smaller groups that are taking specific duties. There is a sense of a standstill on progress forward, which could be clarified with a few answers for benefit of all and direction of committee.

Elizabeth said we could not get details and objectives done if we only meet once a month, Satu reminded we must all approve it.

Discussion went forward Penny and members asking for representation from clerk, Laura Cahill, and Town Council for presence at our meeting to discuss rules, adding that we have asked before- and need that to happen. We all realize that their time is valuable and we are also volunteering time, but can save lots of time with some answers and clarity.

Penny said that we should let Brenda know to connect Dylan with Marc to assist in set up of Instagram and advertising/social media

Satu said no discussion should happen on new business outside of meetings, just what was approved, and all other ideas send them to her.

Penny- need input from town Council as to why we are here, our main goals, and give recommendations, not just gallery shows? Sunshine Law can't always apply unless we have clear purpose.

Motion by Dorothy was made for going forward on instagram page for presence. Barb and Rose seconded.

Vote : all approved

NPBCA Dorothy reviewed latest meeting from the local Arts and Cultural Alliance non-profit for the North end of the County, last meeting was May-nothing happening yet meeting in Sept. We as JAC are members and can attend.

Motion by Dorothy to continue with our NPBCA membership. Barb, seconded, and voted , passed.

ACTION: website info to Satu

Elizabeth : New show 'Fall for Jupiter' 10/06/23 6- 8 Opening reception
& call for volunteers!

Reviewed process for show curation and set up- open to assist:

1. Call for volunteers, check spreadsheets & draft 'Call to Art'
2. Send to Satu and distribute to Town
3. check response from artists, and Gmails sent out, and press list sent,
4. Auto response- and forms for that Response, and info sheet sent with application. on the app- everything goes to Satu then back to Elizabeth then approved.
5. Data on Excel -mail mergers to accepted artists, and letters sent out

6. sample images chosen and sent to press release
7. Invitation made and also sent to Marc for Event, labels made
8. Drop off and hang dates confirmed, staffed, and pick up reminders.

jupiterpublicart@gail.com

ACTION : Form was changed for exhibit application & requirements, please see revised form, and adjusted for drop off- art must be wired, framed properly, plan to limit number of entries if they are over 3, no repeat from recent/past shows etc. Rose can send again if needed.

p.s. We noticed leaving meeting that one student artists' work from Spring Show Authors & Artists is still up-

FOOD & DECO; Satu said her supervisors directed that no wine was to be at Opening receptions in future. Chain of Command not sign purchase order, Penny asked for an email re that.

Motion made & 2nd

all Voted approve to use \$600 for food and Deco combined for Oct. Fall Exhibit show

Scott asked about set up and Rose said usually 4 tables, easy deco and can soon help with sharing more about that, photos from past exhibits for examples.

Barb asked about Rack cards, and Penny reminded 3 quotes, needed for printing and provide layout from town with logo etc.

Motion

made for up to \$450 Rack Cards with scan code link

Barb 2nd. Voted, all Approved

Discussion about more visibility and signage for Shows outdoor in front and street side of entrance-

Motion

made and Voted, all approved up to \$1500 for 'Feather' banner-type reusable standing signs, and other signage updated.

* Remember all recommendations will be sent to Satu and forwarded to Councilman May

OLD BUSINESS: NEED someone for minutes going forward - Rose did May, and volunteered for August -and suggested rotation if no one was ready to take it monthly.

Penny said she'd do September,

also wants to get goals reviewed for next 6 months & schedule Events for Winter, near Valentines day, Spring, 4/1? and possible 1 other. Tabled that for now.

NEW BUSINESS: 2025 TOWN 100 BIRTHDAY! so start plan in 2024 -which is coming up!

Town staff meeting will have group will be for branding suggested Elizabeth to be on that- with Luis, volunteered as liaisons for group, and Dorothy as alternate, to attend.

NEW TOWN LOBBY ARTWORK PROJECT: Penny: asked who will be on staff for approval of our recommendations for the work? and can we ask Kate Moretto to come and meet on organizing the artwork choice process?

NEXT SHOW -“ FALL FOR JUPITER” 10/6 OPENING!

RECOMMENDATIONS

Should go to Liaison Satu for the Weekly newsletter for Council.

Recommendation 1: Asking for Clarification and input from Council on our Purpose, Goals, and Sunshine Law as it applies to Committee to effectively get volunteer details and jobs done in timely manner.

ADJOURNED- 8:10