

K. J. ASH  
14 OCT 16 1:47PM**MINUTES****Marion Craine Room Gallery Exhibition ("MCRGE") Committee Meeting  
Wednesday, July 16, 2014****Call to Order:**

A quorum being established, the meeting was called to order at 10:04am, Wednesday, July 16, 2014 by Eileen Godin, Chairman. The meeting was in the Snow Library Trustees Room.

**Meeting Attendance:**

Committee members present: Florence Adams, Megan Fates, Eileen Godin, Betsy Wagner, Marcy Haffner, Ellen Mulroney and Andree Yager.

Library Staff members present: Snow Library Director Tavi Prugno, Principal-Clerk, Tom Michels

Others present: Barbara Natale, Board of Trustees representative

Committee Members absent: Kathy Meyers.

**Public Comment:**

Ruthie Harizinger, Artist, showed samples of her works as had been scheduled. She has already gone through the application process. She also left a disk of more examples. After she left, the committee affirmed that they liked her works and would give her an opportunity to select a date for a show in 2016.

**Minutes:**

Minutes for the Committee Meeting dated June 18, 2014 were approved as presented.

**Financial Report:**

Director Tavi Prugno reported that the balance in the MCG Fund is currently \$2,140.62. There was no activity in this account during the month.

**General Meeting Including Old Business:**

- Director Prugno discussed the email account and the need for someone to check it on a regular basis.
- Barbara Natale brought up all of the guidelines and policies related to the Marion Craine Gallery Committee. These included the Guidelines for Exhibitors, Policy for Exhibits, Policy for Receptions, Guidelines for the Marion Craine Gallery Committee, the Application Form for Exhibit Space, the Exhibit Confirmation, and the General

Background Statement of the Marion Craine Gallery at Snow Library. **A motion was made and seconded to approve all of these and the motion passed 7 - 0 - 0.**

- The policies that have not already been approved by the Board of Trustees will be submitted to them for approval and all of the policies will then be submitted to Town Council for final review.
- Next was the election of officers for the coming year. Results follow:  
Eileen Godin – Chairman  
Andrea Yager – Vice Chairman  
Scrapbook Coordinator/Archivist – Betsy Wagner  
Megan Fates – Exhibit Coordinator  
Florence Adams – Media Specialist  
Marcy Haffner – Publicity  
Barbara Natale will remain as Trustee Liaison for the Marion Craine Gallery Committee.
- There was some discussion that confirmed that all would help at different times with publicity.
- A list was handed out entitled Standard Press Release Distribution List for Cape Cod, Print and Broadcast Media. In addition to that all publicity should also go to Channel 18 and to the Orleans Community Partnership.
- Megan Fates suggested that we discuss at the next meeting what a coordinator does and she suggested a review of the coordinator checklist and the packet that we give artists.
- Some discussion ensued about having all documents available to be emailed on our email account. This will be discussed at the next meeting.
- There was a brief review of the Gallery schedule and Florence Adams and Marcy Haffner were to get back to Ruthie Harizinger to establish a date.
- Under schedule, Ellen Mulroneyn noted that Barbara Adams a pastels painter, was scheduled for October. Her reception will be October 25. Takedown will be on October 29 from 4 to 8 and will be completed on the first between nine and 10:30.
- Under new business Florence Adams reported to the Committee that she has had several complaints that the lights were not always on in the Gallery during Library hours. Also it was felt that leaving the doors open would be very welcoming.
- Eileen Godin is interested in getting advertisements on Channel 18 and was going to talk to Sarah Eaton at Town Hall about these free postings.
- Megan Fates thought that the volunteer application for the Marion Craine Gallery Committee was confusing and it was agreed that it would be altered to eliminate the word volunteer so that it would be clear that the application was to be on the Marion Craine Gallery Committee.
- Invitations to the party on September 17 from 6 to 8 PM are being prepared.

**Items for Future Agenda:**

- The change to the application to be on the Craine Gallery Committee will be presented.
- A discussion of how to have certain documents available on the email account will be discussed at the next meeting.
- A discussion on the following three items will be at the next meeting:
  - What does a coordinator do?
  - What if any changes should be made to the checklist?
  - What should be in the packet we give to the artists?

Next meeting will be August 20, 2014. **The meeting was adjourned at 11:25 AM.**

Respectfully submitted,

Tom Michels, Principal Clerk, Snow Library

Handouts: The most recent schedule.  
Standard press release distribution list for Cape Cod.

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| <b>Approved by the Marion Craine Room Gallery Committee on August 20, 2014.</b> |
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