

# NASHUA ARTS COMMISSION

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DRAFT

MINUTES OF A MEETING OF THE  
NASHUA ARTS COMMISSION  
November 13, 2018  
City Hall Room Auditorium

**Members in attendance:** Tracy Hall, Judy Carlson, John Egan, Paul LaFlamme, Rachel Rendina, Lindsay Rinaldi, Mitzi Barrett

**Absent:** Alison Bankowski, Tina Cassidy, Marc Thayer

**Also present:** Amy DeRoche NAC Admin, Cecilia Ulibarri

Called to order: 8:10 am

1. Minutes: Motion was made by John and seconded by Judy to approve the October minutes with the following changes: typo correction under Old Business, 2<sup>nd</sup> paragraph “if NAC” and the grant workshop date should be December 12<sup>th</sup>. Motion approved unanimously.

2. Financial Report: Amy reposted there has been no change since the last meeting.

3. Marketing: No report this month

4. PAC: Lindsay reported that the design committee has interviewed 6 architect and 3 construction management firms. The next step will be to determine who to hire. John asked about flex space and Lindsay said all the firms addressed how they would solve that problem in several different ways. The committee hopes to make its final decision by December.

Fundraising Committee – Tracy reported that the capital campaign committee has been formed and is meeting every other week. They are creating a list of donors and draft presentation materials. The potential architect firms said they would provide renderings to help with the promotion. If people wish to make a donation in memory of Brian McCarthy they can be directed to members of the capital campaign.

Operations Committee – Judy reported that Tim Cummings has sent out an RFQ for an operator. There has been 1 response so far. The last meeting had to be postponed and will be rescheduled at a future time.

Steering Committee: Tracy reported that Tina is no longer able to make the PAC meetings. If a NAC member is interested in taking her place please contact her.

5. Grant: Tracy emailed the revised grant application and Judy emailed the revised budget form.

\*Motion was made by Mitzi and seconded by Lindsay to approve the revised application and budget form. Motion carries unanimously.

John asked if the amount of data that is being requested is too much of a burden on the organizations applying. Tracy responded that this is a normal request and it is all information that the organizations should have on hand. Asking for the information helps gauge if the organization is planning properly.

Need to add when the Fiscal Year is starting on the application.

There is a need to clarify “applicant cash” on the budget form. It will be changed to organization contribution to project.

Amy will add a word limit of 300 words to part 4.

Motion made by Judy and seconded by John to accept the amendments. Motion carries unanimously.

The application due date will be changed to 12/31 instead of 12/28 and a reminder needs to be sent that the reports were due by 11/1 and they need to be submitted if the organization plans to send in a new grant.

If a NAC member (who is not affiliated with an organization applying for a grant) is interesting in serving on the review committee let Tracy know. The review committee will be meeting on 2/5 with a snow day of 2/7.

Public Comment: Cecilia wanted to let the NAC members know that there is a reception downstairs for the 100<sup>th</sup> anniversary for the Polish Independence day at 9:30am

Motion to adjourn was made by Lindsay and seconded by Paul. Motion approved unanimously at 9:08 am