

## **Saugerties Arts Commission OCT minutes 10\_20\_2025**

### **Attendees:**

Speaker number in minutes connecting to names attending meeting:

- Speaker 1: Most likely Lisa (consistent with role as frequent facilitator, handles logistics, discusses budget, summarizes, uses "I" in relation to organization and technical improvements).
- Speaker 2: Highly likely Andrew (involved in budget discussions, event logistics, offers training help, argues about communications, possibly the secretary).
- Speaker 4: Giselle (references to tech skills, automating spreadsheets, handling treasury work, being on/off the committee, volunteering for future help).
- Speaker 5: Likely Nina (strong participatory voice, provides process and onboarding feedback, involved in event concepts, passionate about community tone, event feedback).
- Speaker 6: Hannah (greeted by name, comments on calendar, newsletter, less frequent but specific contributions).
- Speaker 7: Peg (involved in budget/board/town discussions).
- Speaker 3, Speaker 10, Speaker 8, Speaker 9, Speaker unknown: Not explicitly mapped in transcript; Speaker 3 possibly points to Vanessa (event coordination), Speaker 10 mentions "grant writing for arts," which could be Caroline. Speaker 8/9 have limited lines, possibly short guest/interjection.

### **General Discussion Notes**

The meeting focused on scheduling the next event for December 10th, with Tuesday, Wednesday, and Thursday being the best days. The budget for the winter event was discussed, with a proposed allocation of \$1,500. The team considered alternative venues like Ohana and the library to save costs. They also discussed the success of the recent event, highlighting the importance of name tags and the need for better sign-in processes. The idea of having more informal gatherings was proposed. Additionally, the possibility of hosting a grant-writing workshop with Caroline Crumpacker was considered, with a

suggested budget of \$300. The meeting discussed allocating \$800 for a winter event and \$300 for Caroline's grant writing workshop. Concerns were raised about using the library for events due to space and public access requirements. The idea of renting a community room was proposed. The group also discussed the departure of two members, with their last meetings scheduled for December and January. A new volunteer norms document was introduced to promote kindness and respect in communication. The budget for next year is under review, with concern expressing dissatisfaction over cuts. The mum festival's art portion may be also discontinued due to low submissions.

#### Key Points from Transcript with Timecodes:

- [0:00:00]–[0:02:12] Scheduling December event: Preference for Tuesday, Wednesday, or Thursday. Avoiding the week of Christmas. Discussion around first or second week.
- [0:02:16]–[0:03:18] Availability check for farm event; Wednesday, December 10th preferred.
- [0:03:41] Formal meeting start; members in attendance: Giselle, Andrew, Lisa, Nina, Peg. Secretary's report not yet finalized—Andrew will send notes from last meeting.
- [0:04:10] Discussion about organizing and storing meeting minutes more efficiently using a template with tabs.
- [0:05:00]–[0:05:36] Onboarding process for new committee members: use of a template to ease transitions; suggestion that feedback is welcome.
- [0:06:08]–[0:09:36] Event feedback: community appreciated the cozy venue, positive community energy, and grant-writing talk by Caroline Crumpecker. Ideas for improving future events (e.g., checking people in, maximizing attendee engagement).
- [0:10:15]–[0:13:05] Challenges checking in attendees and managing "no-shows." Need for multiple people to handle sign-ins and accurate attendance recording.
- [0:13:18]–[0:14:33] Event logistical details: managing capacities, name tags, and attendee flow for safety and interaction.
- [0:16:07]–[0:17:29] Initial budget conversations: concerns about town finances, cost of events, monitoring expenses, and maximizing value for the arts commission.

- [0:20:00]–[0:20:56] Ongoing issues with preparing printed attendee lists; need for legibility and process improvement for the future.
- [0:22:40]–[0:24:42] Feedback that informal, recurring, low-key gatherings may foster better community than large, highly organized events.
- [0:28:04]–[0:29:16] Discussion of "speed meeting" event format; explained benefits and set-up.
- [0:34:27]–[0:36:02] Need to prepare speakers; suggestion to limit announcement times to one minute and to offer opportunities for several to speak without making the meeting too long or formal.
- [0:41:15]–[0:42:19] Consideration of hosting a grant-writing workshop led by Caroline, possibly for a small fee or donation.
- [0:44:32]–[0:45:56] Procedure for selecting and displaying artists' work on event invitations/social media, emphasizing respect for the work and artist's permissions.
- [0:47:28]–[1:01:13] Venue and event planning considerations: music (DJ vs. playlist), cost, location, food, December event budgeting (suggested \$800 for winter event, \$300 for Caroline's workshop), voting process.
- [1:11:12]–[1:12:20] Upcoming departures of two committee members (likely December/January); need for process/hand-off documentation.
- [1:13:13]–[1:22:50] Presentation and intended sharing of a new "norms" document focused on volunteer communication, respect, and roles. Discussion of internal group communication issues and desire for more direct/respectful contact.
- [1:22:50]–[1:24:23] Proposal for new handoff/training process when roles (e.g., treasurer) are transferred. Technological improvements and documentation offered for the future.
- [1:24:23]–[1:25:45] Mum Festival's participation difficulties; concern over decline in art proposals; offer of technical help.
- [1:26:24]–[1:27:27] Budget not yet finalized for next year; dissatisfaction expressed by department heads; ongoing need for negotiation/approval.

#### **Unresolved Deliverables / Open Items with Timecodes:**

- [0:03:41] Secretary's report from last meeting—Andrew to finalize and share notes.

- [1:13:13] Lisa to send the newly created "norms" document for review before the next meeting.
- [1:14:55] Group to review "norms" document and prepare to vote on integrating it into onboarding.
- [1:41:15]–[1:43:06] Lisa to follow up with Caroline about scheduling the grant-writing workshop, including specifics about location (Ohana or library), cost (fee or donation), and promotion (newsletter/social).
- [1:24:23]–[1:25:45] Nina to reach out to Janine about promoting the art portion of the Mum Festival and explore new promotional methods.
- [1:26:24]–[1:27:27] Group to provide Peg with a comprehensive list of all events and expenses for budget review.
- [1:26:24]–[1:27:27] Peg/Board to continue hashing out next year's budget due to town-wide dissatisfaction.
- [0:20:00]–[0:20:56] Improvement needed in attendee list formatting and printing (more legible for events; assignable but not explicitly assigned in transcript).
- [1:20:09]–[1:21:12] Formalize handoff process and documentation for committee roles (e.g., treasurer); coordinate training/resource sharing. (Speaker 4 offers to train future treasurers).

The **following decisions have been made** during the meeting (based on transcript):

1. Preferred Event Dates:
  - Agreement to schedule the upcoming event for either Wednesday, December 3rd or 10th, with Wednesdays generally preferred due to participant availability.
  - [0:02:16]–[0:03:18] Scheduling discussion and consensus.
2. Budget Allocations for December Events:
  - Motion and group vote to allocate \$800 for the winter event and \$300 for a grant writing workshop led by Caroline.
  - Confirmed votes: "So can we vote on 800 for the winter event and 300 for Caroline? Okay, can we vote? I'm voting yes, yes."

- [1:07:30]–[1:07:40]

### 3. Process for Review of New “Norms” Document:

- Agreement to have Lisa send the new volunteer “norms” document to everyone for review so that it can be discussed and potentially incorporated into onboarding at a future meeting.
- [1:14:55] “...if you could send that to all of us, it’d be nice if we could sort of on our own time review it, and then we could vote to integrate that into the onboarding process...”

### 4. Approach to Future Roles and Handoffs:

- Agreement in principle to establish a process where outgoing role-holders (like treasurer) provide training/resources to successors, with the option for the incoming member to decline assistance if preferred.
- [1:22:50] “...person will offer a training, and then the other person can say, Oh no, thank you. I would rather learn it on my own... And if we have a template, ... that is sent as a way to start, or... a little training document that’s sent as a way to start...”

Decisions are supported by direct transcript discussion and, where explicit, verbal votes or collective agreement.

### **Outstanding items discussed in this meeting:**

#### 1. Secretary’s Report Completion

- Andrew is to finalize and share notes from the last meeting.
- [0:03:41]

#### 2. Circulation and Review of “Norms” Document

- Lisa is to send the newly created volunteer “norms” document to the group.
- Everyone is to review it before the next meeting for potential onboarding integration.
- [1:13:13], [1:14:55]

### 3. Scheduling and Planning of Grant Writing Workshop

- Lisa (and/or group) needs to follow up with Caroline to confirm details, finalize location, and coordinate promotion.

- [1:41:15]–[1:43:06]

### 4. Improving Event Check-in and Attendee List Process

- The group discussed but did not assign responsibility for improving the formatting and workflow for printed attendance lists and check-in.

- [0:20:00]–[0:20:56]

### 5. Outreach Regarding Mum Festival Art Portion

- Nina is to reach out to Janine about enhancing and promoting the art component of the Mum Festival.

- [1:24:23]–[1:25:45]

### 6. Budget Preparation and Review

- The group is to provide Peg with a comprehensive list of all events and expenses for upcoming budget discussions.

- Peg and board must continue reviewing and finalizing next year's budget.

- [1:26:24]–[1:27:27]

### 7. Role Handoff Documentation and Training

- (prepare documentation/training for incoming role-holders, especially for technical/treasury roles.

- [1:20:09]–[1:21:12]