

**WESTON ART & INNOVATION CENTER
ADVISORY BOARD (Weston AIC-AB)
For the meeting held on
Thursday, July 23rd, 2019 – 3:00 PM
WESTON PUBLIC LIBRARY – CONFERENCE ROOM
87 SCHOOL STREET, WESTON, MA 02493**

Meeting called to order at 3:00 pm

Minutes taken by: Joel Angiolillo

Members in attendance:

Present		
P	Cecily Cassum	AIC Board, Chair
P	Joel Angiolillo	AIC Board, Clerk, Treasurer
P	Audrey Pepper	AIC Board
P	Nicole Mordecai	AIC Board
P	John Thompson	AIC Board
	Adam Wisnia	AIC Board
P	Lee McCanne	AIC Board
P	Robert Carter	AIC Manager
P	Jenn Warner	Weston Public Library
P	Alli Palmgren	Weston Public Library
P	Susan Brennan	Member of the Public

The minutes of the 6/25/2019 meeting were approved unanimously.

Building

The board discussed the final wish list items for both (a) the building renovations and (b) addition furniture, etc.

(a) Window insulation panels, ventilation for equipment in downstairs makerspace, better sink/faucet combinations, dimmers are not working, shelving in closets

(b) Noise reducing curtains, collection of LED candles, extension cord for speaker phone, portable cubbies for student projects, base for printing press

John and Susan will find out how much money is left from the construction.

Rental Reservations

The board held a mini-party on Monday 7/22. The room was set up with tables, place settings, flowers, etc. Nicole took hundreds of photos to be used in the town-wide brochure, website and email. The brochure is ready to go.

Robert is working on the room reservation system. The rental agreement is being reviewed by town counsel. Our backup is to use the Rec Center's room rental agreement and a "manual" reservation system. We will still need a list of FAQs for room rentals (e.g., no smoking, no candles, cancelation policy, etc.)

Opening Day

Robert is planning on a number of activities for Opening Day on 9/14.

Programming

Audrey and Robert have discussed a variety of programs planned for September and October, from photography to 3D printing. They are currently working on a calendar. The current plan is to have no programming on Mondays and Tuesday will be reserved for non-profits.

The Board discussed guidelines for how much to charge for classes. The AIC needs to cover the cost of (a) the instructor and (b) the building, e.g., utilities. The general rule is that if we charge \$20/hr per student, then a five student class (\$100/hr) should cover both the instructor's fee (\$50/hr average) and the building cost (approximately \$50/hr). There may be materials cost above this. That is, a class less than 5 students would "lose" money and a class larger than 5 students would "make" money.

The Board also discussed at length both discounts for Weston residents, and students for whom \$20/hr is a lot of money. We all would like to see some system of subsidized tuition, but we aren't sure how best to do it. One idea was to periodically have some free classes, for example, "free Fridays." We will continue to look for some way to make the classes more affordable for those who need it.

Another concept is to have packaged "parties," for example, a moms and scarves party or a kids and parents paint a plate party. For a fee, someone can host a party for their friends. We provide the instructor and the materials.

Finances

We are still waiting for a method for the AIC to collect money and pay expenses that is simple. The system must also be easy for the customer signing up for a class. The town would like us to use UniBank, which the Board considers too cumbersome. Jenn and Susan will be talking with the town's financial manager.

We talked about selling stuff in the AIC, from water to t-shirts. It is probably the case that the AIC couldn't sell items, but a non-profit associated with the AIC could.

Policies

No discussion.

Publicity and Branding

No discussion.

Fundraising

No discussion.

Next Meetings

The next meetings will be August 6th at 3:00 pm.

Adjournment

Meeting adjourned at 5:00.