

San Anselmo Arts Commission (SAAC)
Monthly Meeting Minutes
July 9, 2018
San Anselmo Historical Museum

1. Call to Order: 7:00 p.m.

2. Roll Call: Commissioners/Town Representatives present: Arnie Cicchetti (Chair), Michele Di Gregorio, Stacey Kamp, Kerrie McHugh, Ben Cohen, Kathee Shatter, Mattie O'Grady (Town Liaison), Dannielle Mauk (Staff)

Absent: Richard Childers

3. Approval of June Minutes: Approved.

4. Public Expression: None

5. Treasurer's Report: The account balance is \$4724. We have pre-sold 48 tickets for the Beatles Tribute. Last year we sold \$15k in tickets, food and drinks for the Beatles Tribute.

6. Discussion Items:

a. Beatles Tribute:

- Banner will go up tomorrow and Mattie will make sure Dave's newsletter has correct information for Beatles and Music in the Parks.
- Volunteers recruited: Linda, Sandra, David, Joan Hartley, Joanne, Terry, Mattie & Mom and Dannielle.
- Liquor License was received, thank you Stacey and Mattie.
- Cookies will be sold for \$2.
- Beer - Mattie – pick up beer on Monday 16th and deliver to Stacey's Studio at 10am (Arnie and Ben will help unload).
- Things to Do:
 - Stacey – jelly beans, cups, signage, print will call lists, band, alcohol, buckets
 - Arnie – ice (donation), talk to Pat about portable restroom, ask salon to use electrical, cookies
 - Kerrie – 6 square readers (1@bar & 2@each entrance) and will send out information about them, locks for portable restrooms, gloves for clean-up, trash bags, caution tape, ice chest, head lamps, zip ties (50)
 - Mattie – email blast, spider box to Stacey, order trash bins including a compost bin, reviewed public works request for equipment will be delivered on July 19th, stop watering on July 18th and fences will be installed on July 16th, no parking signs 3 days before (will ask PW, if not a Commissioner will need to post)

- Ben – Book 4 regular and 1 handicap portable restrooms (Kerrie will be there for placement and delivery and will lock them up.)
 - Day of the Event:
 - Arnie and Kerrie will arrive at 11am and shut off park, put up signage, check no parking signs
 - Stacey will arrive at noon and check in with sound guy, she will bring supplies.
 - Band will arrive at 2pm
 - Two Will Call Lines – (1) Bridge - Linda and Terry (2) parking Lot – Mattie & Mom – Arrive at 3pm
 - Sales @ Gates – (1) Bridge - Sandra, David and Joan (2) Parking Lot - Dannielle, Kathee and Kerrie. – Arrive at 3pm
 - Bar – Ben & Stacey will set-up (Ice/Arnie)
 - Cookies – Arnie
 - Security - Joanne
 - After the Event:
 - Arnie, Ben & Stacey – will load supplies, spider box and tear down bar and sound set-up
 - Kathee, Michele and Kerrie – Trash clean up and place extra equipment back in the pickup area.

Please Remember that last year equipment was left in the park and the park was left full of Trash. Stacey had to clean it up by herself the next day. We all need to help!

- b. **Secretary Position:** Filled by Michele Di Gregorio. Mattie will provide a template for her to take minutes.
- c. **Country Fair Day:** Ben will book band for \$595 from 1-3pm. Staff booked Tim Cain, who sponsored by the Commission, for \$200.
- d. **Music in the Park:** Ben has to book opening band, Stacey will help him and work on PR. Ben will email a list for two Commissioners to volunteer to attend each concert. Arnie and Kerrie volunteered to attend the last two concerts.

7. Commission comments & questions, requests for future agenda items: None

8. Adjournment: 8:30 pm

Next meeting: August 13, 2018 @ 7pm