



Ballston Spa Committee on the Arts
66 Front Street,
Ballston Spa, NY 12020

Ballston Spa Committee on the Arts

July 1st, 2024 Agenda

Call to Order -

Pledge to the Flag

Attendance/Introductions -

Approval of [June 19th Meeting Minutes](#) -

Work in Flight

1. Marketing/Branding

a. Village Banners - Set 1

- i. Take pictures & upload to Google Drive (**Emily**)
- ii. Create social media post, use as Call for Artists for 2nd set but come up with theme for banners first (**TBD**)

b. Trash can Panels

- i. COA design (**Emily/All**) - 1 already at Tedisco trail/Front St. Determine location for 2 panels, can take any empty or Village spot
- ii. Village banners design trash can panels (**Ashley**) - following up with Nellie

*c. COA Business Cards (**Emily**) - 6/24 ordered re-print #5*

*d. COA Social Media Covers: Call for Artists (**Emily**) - 6/24 followed up with BSBPA/Dana about making intro to high school art teachers*

2. Art Activities for Village Events

a. BSBPA: Movies in Wiswall Park, Ice Cream Social, Farmers' Market, Car Show, Chocolate Fest

- i. 6/7, 7-10 PM, Secretariat (**Ashley, Chris**) - [Movable Horse](#)
 1. Create social media post #TBT and encourage people to come for next movie/craft - Barbie (**Ashley**)
 2. Add photos to COA website (**Emily**) - Done
- ii. 7/5, 7-10 PM, Barbie (**Ashley**) - DIY Picture Frames
 1. Project estimate/order supplies (**Ashley**) -
 2. Create Facebook/Instagram event/graphic (**Ashley**) - Done
<https://www.facebook.com/share/Uod2dcCkSxWsc9ty/>
 3. Add to COA website (**Emily**) -Done
- iii. 8/1, 6-8 PM, Ice Cream Social - does COA want to do something?
- iv. 8/2, 7-10 PM, Honey I Shrunk the Kids (**COA lead TBD**) - Tie-Dye
 1. [Ballston Spa White T-Shirts](#) (**Emily**) - 6/21 followed up with June via email re additional sizes and getting them by 7/26
 2. Create Facebook/Instagram event/graphic (**Emily**) -



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3. Add to COA website (**Emily**) -
4. 7/29, 7 PM, Library - Pre-tie/practice-dye shirts together (**All**) - George talking to friend Dom about teaching us/possibly helping at 8/2 & 8/3
5. Confirm who will be attending event for COA (**All**) - Kathleen, Chris, _____
6. Confirm who will be selling shirts for BSBPA (**Emily**) - following up with BSBPA
- v. 8/3, 9-1 PM, Sat. Farmers' Market - (**COA lead TBD**) - Tie-Dye
 1. Create Facebook/Instagram event/graphic (**Emily**) -
 2. Add to COA website (**Emily**) -
 3. Confirm who will be attending for COA (**All**) - Pat, Cathy, _____, George?
 4. Confirm who will be selling shirts for BSBPA - Ed Deso
- b. *Village Events Task Force: Family Fun Day* (Ray Otten & Gina Marozzi)
 - i. 8/18 - bookmark decorating - confirmed with Ray
 - ii. Project estimate/order supplies (**Ashley**): [bookmarks](#), colored pencils, stickers
 - iii. Create Facebook/Instagram event/graphic (**Ashley**) -
 - iv. Add to COA website (**TBD**) -
 - v. Confirm who will be attending for COA (**All**) - Kathleen, _____, George?
3. *SA Regrant: Everyday Sketching: A Watercolor & Ink Class* (**Ottavia/Emily**)
 - a. 6/29, 7/6, 7/13, 12-3PM, BSPL - Community Room
 - i. Registration (**Ottavia**): 17 people registered as of 6/24!
 - ii. Add to public online calendars (**Cathy**) - Emily sent blurb to Cathy 6/21, Cathy to put up. Daily Gazette, WHMT, Times Union, Saratogian?
 - b. 7/28, 10AM-1PM, Plein Air Watercolor Workshop (meet outside Library)
 - i. Email event flyer to 2023 plein air class registrants (**Emily**) - drafted
 - ii. Press release (**Emily/Bernadette**): 6/21 emailed to Bernadette, to go out 7/12
 - iii. Add to public online calendars (**Cathy**) - Emily sent blurb to Cathy 6/21, Cathy to put up. Daily Gazette, WHMT, Times Union, Saratogian?
4. *SA Regrant: Sounds in Summer Concert Series at Brookside Museum* (**Cathy**)
 - a. 7/28, 6-7:30 PM (rain date 7/31)



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- i. The Jazz Ambassadors. Programs: 100 Years of Big Band Jazz & Big Band Sounds from the 1930s to Today. Not sure which program for which date yet. Cathy to send blurb about group
 - ii. Food truck - Donna working on getting Kona Ice truck - waiting for trustees to approve. Still want to promote as picnic - bring a blanket & basket
 - iii. Create Facebook/Instagram event/graphic (**TBD**):
 - iv. Add to COA website (**TBD**):
 - v. Press release (**Emily/Bernadette**):
 - vi. Add to public calendars (**Cathy**):
- b. 8/25, 6-7:30 PM (rain date 8/28):
- i. The Jazz Ambassadors. Programs: 100 Years of Big Band Jazz & Big Band Sounds from the 1930s to Today. Not sure which program for which date yet. Cathy to send blurb about group
 - ii. Food truck - Donna working on getting Kona Ice truck - waiting for trustees to approve. Still want to promote as picnic - bring a blanket & basket
 - iii. Create Facebook/Instagram event/graphic (**TBD**):
 - iv. Add to COA website (**TBD**):
 - v. Press release (**Emily/Bernadette**):
 - vi. Add to public calendars (**Cathy**):

Trustees to Advise (Bernadette/Ben)

1. Collecting money/registration & selling tickets for classes/events
 - a. Bernadette re-started convo with Frank (Mayor)/Melissa (Treasurer)/Karla (Attorney) via email
 - i. Village may start using [Clover](#) - if all goes well, we might be able to get access to this - more to come
 - b. Village Venmo? - does this exist/is this possible
 - c. [Zeffy](#)? - looking into this as possible option
 - d. Network for Good? - this is what Brookside uses
 - e. COA Wix Website? - [service fee of 2.5%](#)
 - f. Create 501c3 - Friends of COA?
 - i. Requires board (not enough people for 2 boards - COA & 501c3?)
 - ii. Process to set up/how big is this effort? Consult Friends of the Library for better understanding?
2. Charge/Bylaws (**Emily/Bernadette**)
 - a. Review as a committee and re-write in a working session? Last approved charge can be found in the main body of the page on the Village website:



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<https://www.villageofballstonspa.org/committee-arts> - 6/19 Emily
emailed this to group for review

- b. Mission & Tagline (**All**) - see [working doc](#), any new suggestions/ideas?
Tabled for working session next month

Future Projects

1. *Body Movement through Ballet Classes* (**Cathy**) - meeting with Stephen Satterfield weekend of 6/22, he wants to look at Kelley Park/Old Iron Spring/Wiswall park. Dates/times TBD. Shooting for 2 -1.5 hour classes
2. *SA Regrant: Make & Take* (**Ottavia/Maria/Emily**)
 - a. 10/26 (collage), 11/2 (printmaking), 11/16 (alcohol ink & tile), 12-3PM, BSPL - Community Room
3. *SA Regrant: Sounds in Winter Concerts at Brookside Museum* (**Cathy**) - waiting for Brookside to confirm dates before Cathy identifies groups
 - a. 11/16, 6 PM
 - i. Group name/info?
 - b. 1/4 or 1/18, 6 PM
 - i. Group name/info?
 - c. 2/8, 6 PM
 - i. Group name/info?
4. *SA Regrant: Digital Village Art Map* (**Anne/Katie/Emily/Ashley**)
 - a. Anne involvement? (**Ashley**) - 6/20 invited Anne to folder on Google Drive
 - b. Next Steps - need list of places to See Art, Be Art, Buy Art, Make Art
 - c. Unveiling - 11/1 for First Friday (BSBPA on board)
5. *Village Banners - Set 2* (**COA lead TBD - George maybe?**)
 - a. Source artist - \$300 payment, 11 designs - call for artists, come up with a theme as a group so artist has a starting point
 - b. [Process document](#)
6. *COA Social Media Calendar/ 'Art Holiday' promotions* (**Emily/Ashley**)
7. *COA Website* (**Emily**) - draft revised site map
8. *COA Flyer* (**Emily**) - will begin once tagline/mission statement are completed
9. *COA Quarterly Open Mic* (**All**) - stand up comedy, live music, keep April annually for poetry? Do on solstices? Discussed late September/early October for next event
10. *Rainbow Bridge at Kelley Park* (**Cathy**) - Frank Blair seeking willing scout
11. *Bus Shelter* - tabled until structure is in place
12. *Mural* (**Bernadette**) - tabled for future discussion



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Budget

1. [2024-2025 budget](#) (5/1/24-4/30/25)
 - a. Committee to review budget ~quarterly (Aug 7, Nov 6, Feb 7), consider reallocation late Sept/early Oct
 - b. Submit receipts for reimbursement within 14 days of purchase to Ashley/Emily, who will submit to Village/track against COA budget
2. [Project Estimate Template](#) - on COA Drive
3. VistaPrint (**Emily**) - tax exempt account established through 5/9/25
4. Amazon (**Ashley**) - looking into establishing tax exempt account

Partner Updates

1. BSBPA (Dana Wormer)
 - a. 7/15, 6:30 PM, Brookside Museum - next meeting (**Chris, George**)
 - i. 7/9 (**Emily**) - email Dana COA items and cc COA members attending meeting
 - b. Farmers' Market - selling Student Art/Pop-up artists (**Cathy**)
 - i. Cathy to start the conversation with the Farmers' Market committee: Dayanis & Darvin Bowie, Steve Miraglia
farmersmarket@ballston.org
 - ii. Details from Bradenton, FL Farmers' Market Youth Booth
 1. High school students - painters, live portraits of dogs, spray paint artist, jewelry maker, ornaments, woodworker
 2. Farmers' Market
 - a. Posted on their social media site to spread the word for kids to apply. After first 6 weeks, it took off
 - b. Provides table, tent, chairs for student artists
 - c. Puts student artist picture and blurb (written by student) on market social media to help promote
 - d. Other vendors give student artists pointers/mentor
 3. They sent Cathy rules/regulations, vendor code of conduct, waiver, release for liability that they use
 4. How to collect tax/payment? Need to look into NYS tax laws/how to best execute this
2. Village Events Task Force (Ray Otten & Gina Marozzi)
3. LifeWorks Community Action (Miguelina Sanchez - also on BSBPA board)
 - a. 8/13 - Vision Latino Artist Reception & Festival - find out how we can help (**Emily**)
4. Friends of SPAC (Ashley Budd & Katie Caporta) - partnerships/cross promotion



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5. Saratoga Arts (Spencer Sherry) - cross promotion
6. Pitney Meadows Community Farm (Cass Skarka) - cross promotion
7. Empire State University/Arts & Humanities (Nicola Marae Allain) - collaborations

Recruitment

1. Sue Valaitis (from Poetry Writing Workshop) - vavisme@hotmail.com (**Pat**)
2. Leslie Sittner (friend of Sue's) - lsittner@nycap.rr.com (**Pat**) - Emily emailed 6/19 to invite to meeting
3. Kathleen Gillick - Pat brought to 6/19 meeting and is volunteering for some COA events!
4. Abigail Silin (from IG message) - asilinart@gmail.com (**Emily**)
5. Website for requesting volunteers - VolunteerMatch (**Cathy**) - set up?

Chair's Report

Public Comment

- **Upcoming Vacations**
 - Cathy - 7/3-7/21
 - Chris - 7/27-7/28
 - Ashley - 7/31-8/11

Meeting Reminders & Schedule

- 7 PM, Ballston Spa Public Library - Community Room
- 1st Wed of Month: Formal, 3rd Wed of Month: Working Session

2024 remaining meeting schedule:

- **NEXT MEETING - July 17**
- August 7, 21
- September 4, 18
- October 2, 16
- November 6, 20
- December 4, 18

Adjourn

Ballston Spa Committee on the Arts - Mission

To foster and advance artistic and creative efforts in the Village's public spaces in order to enrich and enhance the quality of life in our community.