



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

Ballston Spa Committee on the Arts

June 19th, 2024 Agenda

Call to Order -

Pledge to the Flag

Attendance/Introductions -

Approval of [June 5th Meeting Minutes](#) -

Work in Flight

1. Marketing/Branding

- a. *Village Banners - Set 1* (**Ashley**) - up in Village! Need to take pictures
- b. *Trash can Panels*
 - i. COA design (**Emily**) - BSBPA ordered, should be completed by end of June. Re location, can take any of the Village or empty ones
 - ii. Village banners design trash can panels (**Ashley**) -
- c. *COA Business Cards* (**Emily**) -
- d. *COA Social Media Covers: Call for Artists* (**Emily**) - Dana making intro to high school art teachers

2. Movies in Wiswall Park - June-August 2024

- a. 6/7, 7-8 PM, Secretariat (**Ashley, Chris**) - [Movable Horse](#)
 - i. How did the event go?
 - ii. Photos added to Google Drive
- b. 7/5, 7-8 PM, Barbie
 - i. Project estimate (**Ashley**) -
 - ii. Create Facebook/Instagram event/graphic (**Ashley**) -
- c. 8/2, 7-8 PM, Honey I Shrunk the Kids (**COA lead TBD**) - Tie-Dye T-Shirts
 - i. [White Ballston Spa T-Shirts](#) (**Emily**) - 6/12 followed up with June re sizes for us and for events
 - ii. Create Facebook/Instagram event/graphic (**Emily**) -
 - iii. Pick a date to pre-dye/tye t-shirts together (**All**) -
 - iv. Confirm who will be attending event for COA -
 - v. Confirm who will be selling shirts on behalf of BSBPA -
- d. 8/3, 9-1 PM, Sat. Farmers' Market - (**COA lead TBD**) - Tie-Dye T-Shirts
 - i. Confirm who will be attending event for COA -
 - ii. Confirm who will be selling shirts on behalf of BSBPA -

3. SA Regrant: Everyday Sketching (**Ottavia/Andrea/Emily**) - June-July 2024

- a. 6/29, 7/6, 7/13, 12-3PM, BSPL - Community Room
 - i. Registration (**Ottavia**): 7 people registered as of 6/10



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- ii. Press release (**Emily/Bernadette**): went out via Bernadette 6/7.
Also sent to John Shea/WNYT from BSBPA board
- iii. Payment (**Emily/Village**): 6/5 requested \$1300 from COA budget
6/11 payment mailed to Ottavia
- b. 7/28, 12-3PM, Plein Air Watercolor Workshop (meet outside Library)
 - i. Press release (**Emily/Bernadette**): drafted, to go out 7/12
- 4. *SA Regrant: Sounds in Summer Concert Series at Brookside Museum* (**Cathy**)
 - a. 7/28, 6 PM (rain date 7/31)
 - i. Jazz band - name/info?
 - ii. Food truck - confirmed?
 - iii. Create Facebook/Instagram event/graphic (**TBD**):
 - iv. Press release (**Emily/Bernadette**):
 - b. 8/25, 6 PM (rain date 8/28):
 - i. Jazz band - name/info?
 - ii. Food truck - confirmed?
 - iii. Create Facebook/Instagram event/graphic (**TBD**):
 - iv. Press release (**Emily/Bernadette**):

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
 - 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? - can sell tickets, but [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. By-laws (**Emily/Bernadette**)
 - a. Review as a committee and re-write in a working session? The last approved charge can be found here in the main body of the page:
<https://www.villageofballstonspa.org/committee-arts>
 - b. Mission & Tagline (**All**) - see [working doc](#), any new suggestions/ideas?



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Future Projects

1. *Body Movement through Ballet Classes (Cathy)* - Cathy meeting with Stephen Satterfield after 5/24, he wants to look at Kelley Park/Old Iron Spring/Wiswall park. Dates TBD
2. *SA Regrant: Make & Take (Ottavia/Maria/Andrea)*
 - a. 10/26 (collage), 11/2 (printmaking), 11/16 (alcohol ink & tile), 12-3PM, BSPL - Community Room
3. *SA Regrant: Sounds of Winter Concerts at Brookside Museum (Cathy)*
 - 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?
 - d. Next Steps
 - i. Create Facebook/Instagram events/graphics (**Ashley**)
 - ii. Press releases (**Emily/Bernadette**)
4. *SA Regrant: Digital Village Art Map (Anne/Katie/Emily)*
 - a. Anne involvement?
 - 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)*
 - a. Source artist
 - 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, other ideas? Do on solstices?
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

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



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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
 - a. 6/17, 6:30 PM, Brookside Museum - next meeting (**Chris/Emily**)
 - i. 2nd Tuesday of the month - email Dana COA items for BSBPA
 - b. Farmers' Market (**Cathy/Ashley**) -
 - i. Selling student artwork/rotating pop-up artists?
 - ii. Contact Dayanis farmersmarket@ballston.org when plan is made
2. Village Events Task Force (**Emily/Ray Otten & Gina Marozzi**)
 - a. 8/18 - Family Fun Day - bookmark decorating - confirmed with Ray
 - b. Project estimate (**Ashley**): cardstock bookmarks, colored pencils, stickers
3. LifeWorks Community Action (**Emily**)
 - a. Miguelina Sanchez (BSBPA): Vision Photography Exhibit (8/13/24)
4. Friends of SPAC (**Emily**)
 - a. Ashley Budd & Katie Caporta: Partnerships/cross promotion
5. Empire State University/Arts & Humanities (**Emily**)
 - a. Nicola Marae Allain: Collaborations
6. Saratoga Arts (**Emily**)
 - a. Spencer Sherry

Recruitment

1. Sue Valaitis (from Poetry Writing Workshop) - vavisme@hotmail.com (**Pat**)
2. Leslie Sittner (friend of Sue's) - lsittner@nycap.rr.com (**Pat**)
3. Abigail Silin (from IG message) - asilinart@gmail.com (**Emily**)
4. Website for requesting volunteers - VolunteerMatch? (**Cathy**): Account set up?

Chair's Report

Public Comment

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 3rd - OK, cancel, or change date?**
- July 17



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- 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.