

**DRAFT**  
**Village of Bellaire**  
**DDA Grants Committee Minutes**  
**Tuesday, December 12, 2023**

**Call to Order:**

Meeting called to order by D. McGuire at 9:10 am

**Attendance:**

Shelly Dayton, Doreen McGuire, Cindi Place

**Zoom:**

Tracy Lareau

**Review of Minutes:**

The Committee had no corrections

**Public Comment on Agenda:**

None

**Old Business:**

**Approval of Jurors' Job Description and Responsibilities**

S.Dayton and D. McGuire met with juror, Jeff Krino to review the draft of the Juror Job Description. The draft was presented to the committee for review and received support.

**Approve the Call for Artists and Submission Form**

S.Dayton and D. McGuire met with juror, Jeff Krino to review the draft of Call for Artist and Submission Form. The draft of the Call for Artist was presented to the committee for review and received support. This information will be placed on the exhibition website.

D. McGuire presented the Draft Submission Form in a word document. D. McGuire was unable to create the Google document. The committee reviewed and supported the language on the form. C. Place will create the Google document and place on the exhibition website.

Information was shared from Art Rapids and the Clare County Arts Council regarding sculpture submissions and guidelines.

## **DRAFT**

C. Place will send a note to Antrim Art Trail artists regarding the Call for Artists. Also the Call for Artists will be sent to Antrim Review and Chamber Newsletter.

S. Dayton presented a DRAFT timeline for the exhibition. The committee reviewed and approved the timeline. S. Dayton will distribute the timeline.

Call for Artists - Submissions will be accepted January 1, 2024 - midnight January 31, 2024 at **[bellaireartwixsite.com/bellaireart](https://bellaireartwixsite.com/bellaireart)**.

D. McGuire will work with Judy Stillwell from the Antrim Review to create placards for the posts. There will be two different placards created. One will announce the new 2024 exhibition along with a QR code directing individuals to the exhibition website. The second placard will announce a Call for Artists and direct interested individuals to the website by using the QR code. Quote has been obtained from Pro Image for the fabrication of the signs. The quote was reviewed and the committee approved. The new placards will be placed on the posts after the wreaths are taken down which will be right after January 1st.

### **Update on the Website Creation and Content**

C. Place shared the draft website for the exhibition. The committee was very supportive and stated that the website presents an earthy and rural feel. They also stated that it was very easy to navigate. Donations on the website will be handled by Square. The website for the exhibition is **[bellaireartwixsite.com/bellaireart](https://bellaireartwixsite.com/bellaireart)**.

### **Approval of Press Release**

Jeff Krino shared his suggested changes to his artist statement and background. T. Lareau will update the press release. Discussion followed as to where to send the press release once it is revised. Suggested sites: NPR, Antrim Review, TC Ticker, Record- Eagle, Chamber, 9&10 News, Northern Express, Senior Centers, Art Centers, Mary Gillette with the Northwest Michigan Arts & Culture Network.

## **DRAFT**

### **Update on Financial Question: RFP Process, Budget, Grants**

The committee discussed the RFP Process. During the discussion it was decided to request a quote from those photographers that are interested in working on the exhibition per the new purchasing guidelines.

Question regarding the budget for the exhibition was addressed. T. Lareau created a budget when applying for the MACC Grant which the committee reviewed.

S. Dayton will reach out to the donors of the Charles Culver Exhibition and she will present donor opportunities for this exhibition. S. Dayton will also create an advertising timeline.

T. Lareau presented an opportunity to reach out to the Begonia Charitable Foundation for financial consideration to support the exhibition. Committee supported this opportunity.

### **New Business:**

#### **Brand for Organization**

C. Place presented to the committee that in working on the website we should consider the creation of a brand for the organization. The committee is in agreement. C. Place volunteered to brainstorm with her son who is a graphic designer.

### **Miscellaneous Business of the Grants Committee:**

D. McGuire reported on the visit to Ms. Graham's Art Class with Caren Culver and Andi Gerring. Students were amazing! Visit went very well. The committee agreed to give the samples of Toad Named Adversity to Ms. Graham. Also, D. McGuire shared that they visited the Media Center and viewed the painting of "Bear" which was donated by Charles Culver. The frame is in need of repair as well as more professional placards should be created. The committee suggested we visit this again at the end of the exhibition. T. Lareau also suggested that the school might consider looking at mini grants.

T. Lareau will respond to the survey from the State in revamping the MACC Grant Process.

**DRAFT**

**Public Comment on Non Agenda Items:**

None

**Next Meeting:**

The Grants Committee will meet on Tuesday, January 30, 2024 at 9am at the Bellaire Public Library. C. Place will create the agenda.

**Adjourn:**

Meeting concluded at 10:03 am.

Approved:  
Meeting minutes compiled by D. McGuire