October 22, 2025
Wolcott Arts Collaborative
Committee Meeting Minutes
9:00-10:45 am

In attendance:
Jim Ryan, Bradley Horstman, Sally Gardner, Michelle Gudorf

1. Committee members
    a. Chair: Bradley
    b. Secretary/Treasurer: Michelle
    c. Subcommittees
        i. Advertising/Promotion (Bradley)
        ii. Events Coordinators
            1. Musical events(Jim and Bradley)
                a. Coordinate volunteers
                b. Book events
                c. Attend and oversee events
            2. Literary/Arts (Sally/ Michelle)
                a. Coordinate volunteers
                b. Book events
                c. Attend and oversee events
            3. Board games (Bradley)
        iii. Administration/Budgeting (Michelle)
        iv. Grants (Michelle)
    d. Ideas for new members (will evolve)
2. Operating budget
    a. Discuss uses for current budget ($4000) and how to seek reimbursement;
        i. Door fees: Sliding scale. Rate will vary depending on events. $4000 can help to subsidize events. Use door collections first, and use Library funds to subsidize. This is a moving and developing target. Jim will ask bands what they need as a guarantee. First two bands agreed to go with door collections. We will guarantee with door and subsidize. Will need a receipt from the band.Ask Linda about how to pay bands-is a 1099 required or can we pay each member $200?
        ii. PA system: do we need it yet? Have use of Town Office system for literary events; Bands have own sound system; table this for a bit of time
3. Coordination of Upcoming events
    a. Scheduling events for Winter Saturday Series
        i. One event per week
        ii. Literary one per month
        iii. Arts one per month
        iv. Music 1-2 per month
        v. Board games maybe 1-2 times per month

b. Reviewed scheduled and potential events (note shared google calendar and online calendar)
c. Consider stacking events for Town Hall events that require removal of marley
d. Volunteers required for each type of event
    i. Parking attendants
    ii. Ticket takers
    iii. Set up
    iv. Clean up
    v. One General Coordinator at each event
e. Advertising events:
    i. Who
    ii. Where: newspapers, spreadsheet for poster locations
    iii. What:
        1. Print one or two posters to hang at all events advertising upcoming WAC events for the year-update as schedule is updated.
        2. Share posters around towns (create spreadsheet of where posters are hung in each town to share with ppl hanging them-you want consistent places so ppl know where to look.)
        3. How to best use website
        4. How to advertise for RSVP events? Pre-registration for certain events-register via email… hold location form advertising
        5. All should be advertised as cash or check only
        6. Note that WAC events are generously sponsored by and in collaboration with Wolcott Public Library