



**MINUTES OF MEETING**  
Middletown Commission on the Arts  
**PLANNING AND PROJECTS COMMITTEE**  
August 15, 2023  
5:00 p.m.  
Virtual Meeting by WebEx

**PLANNING AND PROJECTS COMMITTEE**  
**Minutes of Meeting**

In attendance: Anthony Pandolfe (Chair), David Wolfram, Domenique Thornton

Also in attendance: Sari Rosenblatt (Commissioner)

Also in Attendance: Staff: Kisha Michael, Arts Coordinator; Julia Faraci, Admin Sec'y

Note: Webex issues caused Faraci and Rosenblatt to be inaudible to other meeting participants.

1. **Call to order:** Meeting started at 5:02 p.m.
2. **Public session:** No members of the public present.
3. **Approval of Agenda:** Wolfram moved to approve, Thornton seconded. No discussion, approved unanimously
4. **Approval of Minutes** from July 18, 2023: Wolfram moved to approve, Thornton seconded. No discussion, approved unanimously.
5. **Remarks from the Chair:** None.
6. **Old Business:**

**A. Poet Laureate / Artist Laureate**

- i. Plan for moving forward (2023-2024)

Committee Chair Pandolfe noted the Committee's decision to continue with the Poet Laureate position as it is currently described. The Arts Coordinator recommended that this Committee meet with the Library Administration for possible collaboration, or at least for feedback and guidance. Michael offered to approach Library Director Burkey to request a meeting.

- ii. Plan for moving forward (2024-2025)

Thornton noted that the plan to change the position of Poet Laureate to Artist Laureate gives the MCA more options and a wider variety of candidates. She confirmed that a proposal for change to the position must be brought forward by the Planning and Project Committee and presented to the full Commission. Wolfram stressed the importance of getting the mechanics in place before any change. Pandolfe will draft a "rough-out" of the position to present to this Committee, to discuss over the year.

The Arts Coordinator offered re-present the position as it has already been established, on a one-to-one basis, so that Committee members understand the position. She will compile the background that this Committee should consider moving forward, including past practices and historical documentation.

**B. Open Air Market**

- i. Sign-up Sheet Review and Update



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The sign-up sheet has been distributed electronically for sign up by the Commissioners.

ii. **Commissioner Specific Tasks**

Kids are the first priority; there will be "goodie bags" and a simple interactive art activity. Continuation of last year's theme: "What's Your Art?" Commissioners will greet and connect with attendees, to talk about the arts in Middletown.

C. **Arts Advocacy Award**

No report. Event scheduled for September 28 at Middlesex Music Academy. Arts Office staff is creating proclamations.

**7. New Business**

A. **Other sponsorships in 2024**

Rosenblatt proposed MCA participation in back-to-school backpack distribution; she was asked to present a plan with a proposed timeline. The Arts Coordinator applauded the idea of increasing the MCA's presence in the community by contacting events coordinators and providing students with arts supplies. Add to timeline to follow up for 2024-2025 school year.

Discussion of sponsorship of the Juneteenth celebration and how the MCA can support the event.

The Arts Coordinator recommended that the Committee consider the MCA sponsorships, reminding the Committee of the grants line, and suggesting that the MCA find ways to point community event organizers toward available grants funding.

**8. Other**

A. **Future Meeting Dates for Planning & Projects**

Next meeting will be September 19, 5:00 pm via Webex.

**9. Adjournment:**

Thornton moved to adjourn, Wolfram seconded. Meeting adjourned at 5:34 p.m.

Respectfully submitted,

Julia O'Halloran Faraci  
Admin. Secretary III,  
Arts & Culture Office

cc: Mayor's Office