

**Cultural & Arts Advisory Committee Meeting**  
**AGENDA**

Monday, April 10, 2017, 7:00 pm  
Tecumseh Town Hall  
[www.tecumseh.ca](http://www.tecumseh.ca)

**Pages**

1. CALL TO ORDER
2. ROLL CALL
3. DISCLOSURE OF PECUNIARY INTEREST
4. DELEGATIONS
5. COMMUNICATIONS
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7. UNFINISHED BUSINESS
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  - b. Arts Council Windsor & Region
8. NEW BUSINESS
9. NEXT MEETING
10. ADJOURNMENT

**MINUTES OF A MEETING OF THE CULTURAL & ARTS ADVISORY COMMITTEE  
FOR THE TOWN OF TECUMSEH**

A meeting of the Cultural & Arts Advisory Committee for the Town of Tecumseh was scheduled to be held on Monday, March 20, 2017, in the Sandwich South Meeting Room at Town Hall, 917 Lesperance Road, Tecumseh at the hour of 7:00 pm.

(CAAC 3-1)

**ORDER**

The Vice-Chair calls the meeting to order at 7:17 pm.

(CAAC 3-2)

**ROLL CALL**

Present:	Member	- Ian Froese
	Vice-Chair	- Rhonda Dupuis
	Councillor	- Brian Houston
	Member	- Jerome Baillargeon
	Councillor	- Rita Ossington
	Member	- Phil Kane
	Chair	- Marian Drouillard
	Member	- Ashleigh Neal

Also Present:	Deputy Clerk	- Christina Hebert
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Absent:	Member	- Dwayne Ellis
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(CAAC 3-3)

**DISCLOSURE OF PECUNIARY INTEREST**

None reported.

(CAAC 3-4)

**DELEGATIONS**

None.

(CAAC 3-5)

**COMMUNICATIONS**

**Minutes**

a) Cultural & Arts Advisory Committee Meeting held February 13, 2017

**Motion:** (CAAC-08/17) Moved by Member Jerome Baillargeon  
Seconded by Vice-Chair Rhonda Dupuis

**THAT** the Minutes of the Cultural & Arts Advisory Committee meeting held February 13, 2017, be approved.

Carried

**Communication for Information**

b) Marian Drouillard, Chair, email dated February 13, 2017, Re: Annual Tecumseh Arts Festival

**Motion:** (CAAC-09/17) Moved by Vice-Chair Rhonda Dupuis  
Seconded by Member Jerome Baillargeon

**THAT** Communication B on the March 20, 2017 Cultural & Arts Advisory Committee Agenda, be received.

Carried

Chair Marian Drouillard provides an overview of the Tecumseh Arts Festival (Festival) concept. She explains the Festival, similar in concept to Art by the River in Amherstburg, would be held annually at Lakewood Park South, in the area just east of the new meandering drain parallel to Manning Road, with entry points at the pedestrian bridges between Riverside Drive East and southerly near Little River Boulevard.

The Festival, held in the summer, would feature high quality unique works of arts and crafts and would add performance art to the mix. An exhibitor fee would be charged. The event would also serve as a visitor attraction to the area and showcase Lakewood Park.

Discussion ensues regarding the proposed concept and the related challenges to hosting and organizing an event of this caliber. The Cultural & Arts Advisory Committee hosted an art show for five (5) years and found the performance atmosphere more successful, which lead to the Coffee House event. Additionally, there are a number of factors i.e. resources, liability, costs, etc. related to an event such as this concept.

It is recommended that similar to Art by the River which is organized by the Gibson Gallery, a local organization and/or business oversee the planning of such a Festival, in coordination with the Town's Recreation Department to ensure proper policies/procedures are adhered to, in order to put on an event of this magnitude.

(CAAC 3-6)

**REPORTS**

None.

(CAAC 3-7)

**UNFINISHED BUSINESS**

**Soirée Coffee House**

The Deputy Clerk reviews the Event Matrix and provides updates respecting the Soirée Coffee House.

**Advertising**

- A notice was placed in the Shoreline Week and Essex Free Press, as well as promotion on the Town's social media.
- As the application period ends, advertisements respecting the event details will be prepared and circulated.

**Program**

- Member Jerome Baillargeon advises he spoke with Tim Byrne, who was the Master of Ceremony for last year's event, and is available.
- The Members review the event poster, previously circulated via email for comments/suggestions and request the following changes:
  - Add 'Friday' to the date
  - Add 'Free Admission'
  - Change red to white font for the time, address and Town information in bottom left corner

**Performers**

- The Deputy Clerk advises four (4) applications have been submitted, all of which are vocal performances and one of which is a returning performer.
- Applications are still anticipated from l'Esson High School and Ste. Marguerite d'Youville, as well as the l'Esson Jazz Band will be performing.
- The submission deadline for registration forms is March 31, 2017.
- l'Esson is making arrangements with the Sound/Lighting technician.
- Expressions of interest have been received from persons offering production services. Administration is requested to inquire if l'Esson's media students would be able to assist with live streaming.

**Refreshments/Set Up**

- The Members confirm the Tecumseh Area Historical Society (TAHS) provided popcorn and Lakewood Café sold coffee, tea and baked goods at last year's event.
- The TAHS and Lakewood Café are willing to provide same for this year.
- Administration is to inquire if the l'Esson Art's Department is once again willing to provide the table centerpieces.
- The Committee will again arrange for the paper tablecloths and crayons for artistic doodling.
- The Members' assistance in set up/take down the night of the event is appreciated. l'Esson's janitors will be providing cleaning services following the event.

Tecumseh - l'Esson Arts Centre Sign

Further to the request at the last meeting, the Deputy Clerk advises the cost for the Tecumseh – l'Esson Arts Centre Sign was in the amount of \$6,874.92, which is cost shared between the Town and l'Esson High School.

(CAAC 3-8)

**NEW BUSINESS**

Tecumseh Express Night

The Members are advised that the Windsor Express have designated a game taking place on Wednesday, March 22, 2017 as "Tecumseh Night", at the WFCU Centre. There will be pre-game activities and a VIP reception with benefits going towards the Tecumseh Area Historical Society.

Arts Council Windsor & Region

Administration is asked to investigate if the Committee is still a member of the Arts Council Windsor & Region.

(CAAC 3-9)

**NEXT MEETING**

The next meeting of the Cultural & Arts Advisory Committee will be held on Monday, April 10, 2017, at 7:00 pm, in the Sandwich South Room, Tecumseh Town Hall.

(CAAC 3-10)

**ADJOURNMENT**

Motion: (CAAC-10/17) Moved by Member Jerome Baillargeon

Seconded by Vice-Chair Rhonda Dupuis

**THAT** there being no further business, the March 20, 2017, meeting of the Cultural & Arts Advisory Committee be adjourned at 8:39 pm.

Carried

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Marian Drouillard, Chair

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Rhonda Dupuis, Vice-Chair

Soirée Coffee House – May 12, 2017				
ACTION	DETAILS	STAFF RESPONSIBLE	CONTACT NAME/PHONE	COMMENT
<b>Registration Form</b>				
<ul style="list-style-type: none"> <li>Draft Registration Form <ul style="list-style-type: none"> <li>l'Essor to provide logo</li> </ul> </li> </ul>		Christina		l'Essor provided logo ✓ Sent to CAAC/l'Essor for review ✓ Reg Form Finalized ✓
<ul style="list-style-type: none"> <li>French translation of Registration Form</li> </ul>		l'Essor		l'Essor provided ✓
<b>Media</b>				
<ul style="list-style-type: none"> <li>All advertising/promotion to be bilingual</li> </ul>		Christina/l'Essor		Ongoing
<ul style="list-style-type: none"> <li>Post Registration Form to Social Media <ul style="list-style-type: none"> <li>Town Website</li> <li>Facebook</li> <li>Twitter</li> <li>Shoreline Weekly</li> <li>Essex Free Press</li> </ul> </li> </ul>				Reg Form Posted to Social Media ✓ Advertised in Shoreline ✓ Advertised in Essex FP ✓
<ul style="list-style-type: none"> <li>Post French Registration Form</li> </ul>		IT		Posted ✓
<ul style="list-style-type: none"> <li>Event Poster</li> </ul>		Dwayne		Drafted ✓ l'Essor to provide translation ✓
<ul style="list-style-type: none"> <li>Media Releases</li> </ul>		Christina/l'Essor		Reg Form ✓ Event Details
<b>Program</b>				
<ul style="list-style-type: none"> <li>Prepare Program <ul style="list-style-type: none"> <li>English one side/French opposite side</li> <li>Include details of unveiling</li> <li>Include Special Invitees</li> </ul> </li> </ul>				
<ul style="list-style-type: none"> <li>Itinerary for evening</li> </ul>				
<ul style="list-style-type: none"> <li>Emcee <ul style="list-style-type: none"> <li>Welcome/Greetings</li> </ul> </li> </ul>	Tim Byrne Mayor/l'Essor			
<b>Performers</b>				
<ul style="list-style-type: none"> <li>Listing of Registration Forms received</li> </ul>		Christina		Ongoing as reg forms rec'd
<ul style="list-style-type: none"> <li>Select Performers</li> </ul>		CAAC/		

<ul style="list-style-type: none"> <li>○ Ltr to successful Performers</li> <li>○ Performance Playlist List to be provided</li> </ul>		Christina		
<ul style="list-style-type: none"> <li>• Schedule rehearsal <ul style="list-style-type: none"> <li>○ Start Time</li> </ul> </li> </ul>	May 12, 2017 4:00 pm			
<ul style="list-style-type: none"> <li>• Arrange for Lighting/Sound Technician</li> </ul>	Myran Rivard Adam	l'Essor		l'Essor to confirm with Myran/Adam
<ul style="list-style-type: none"> <li>• Live Streaming</li> </ul>		l'Essor		l'Essor to inquire with Media Dept
<ul style="list-style-type: none"> <li>• Piano</li> </ul>		l'Essor		l'Essor to contact Long & McQuade
<b>Event</b>				
<ul style="list-style-type: none"> <li>• Prepare list of Town/l'Essor Special Guest invitees <ul style="list-style-type: none"> <li>○ Record RSVP's</li> <li>○ Send Outlook Calendar invite</li> </ul> </li> </ul>		Christina/l'Essor		
<ul style="list-style-type: none"> <li>• Facility Use Permit</li> </ul>		l'Essor		Rec'v permit ✓
<ul style="list-style-type: none"> <li>• Certificate of Insurance</li> </ul>		Town		COI provided to l'Essor ✓
<ul style="list-style-type: none"> <li>• Ribbon Cutting for Unveiling <ul style="list-style-type: none"> <li>○ Town/l'Essor Pull Up Banners</li> </ul> </li> </ul>		Town/l'Essor		
<b>Refreshments/Set Up</b>				
<ul style="list-style-type: none"> <li>• Refreshments</li> </ul>	TAHS – Popcorn  Quotes Rec'v: Lakewood Café Family Style Homestyle Bakery Sweet Revenge  l'Essor – Hors d'oeuvres	Town/l'Essor		l'Essor Culinary Dept to provide hors d'oeuvres ✓ Town to obtain quotes for pastries/baked goods ✓
<ul style="list-style-type: none"> <li>• Set up <ul style="list-style-type: none"> <li>○ Tables, tablecloths, etc.</li> <li>○ Paper tablecloths</li> <li>○ Crayons</li> <li>○ Centerpieces</li> </ul> </li> </ul>	May 12, 2017 1:00 pm	CAAC		l'Essor to inquire with Art Dept for centerpieces
<ul style="list-style-type: none"> <li>• Clean up <ul style="list-style-type: none"> <li>○ l'Essor Janitors</li> </ul> </li> </ul>		l'Essor		
<ul style="list-style-type: none"> <li>• Town Camera or Photographer</li> </ul>				

