

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

Monday, May 8, 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
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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, April 10, 2017, in the Sandwich South Meeting Room at Town Hall, 917 Lesperance Road, Tecumseh at the hour of 7:00 pm.

(CAAC 4-1)

### **ORDER**

The Chair calls the meeting to order at 7:21 pm.

(CAAC 4-2)

### **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	- Dwayne Ellis

Also Present:	Deputy Clerk	- Christina Hebert
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Absent:	Member	- Ashleigh Neal
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(CAAC 4-3)

### **DISCLOSURE OF PECUNIARY INTEREST**

None reported.

(CAAC 4-4)

### **DELEGATIONS**

None.

(CAAC 4-5)

### **COMMUNICATIONS**

#### **Minutes**

a) Cultural & Arts Advisory Committee Meeting held March 20, 2017

**Motion:** (CAAC-11/17) Moved by Member Jerome Baillargeon

Seconded by Member Dwayne Ellis

**THAT** the Minutes of the Cultural & Arts Advisory Committee meeting held March 20, 2017, be approved.

Carried

(CAAC 4-6)

### **REPORTS**

None.

(CAAC 4-7)

### **UNFINISHED BUSINESS**

#### **Soirée Coffee House**

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

#### **Program**

- Member Dwayne Ellis offers to assist with drafting the program, with the assistance of l'Essor for the French translation.
- The program will also include information on the unveiling of the Tecumseh – l'Essor Arts Centre sign.

#### **Performers**

- The Deputy Clerk reviews the fifteen (15) applications received and details the type of performance, the musical equipment the performer will be using and whether a new or returning performer.
- The Members listen to the demos submitted by the performers.

- The Members recommend approximately five (5) minutes is needed between each performance.
- Discussion ensues regarding the number of performers this year and the approximate time frame for each performance within the allotted event time, as well as the particulars for the performer's arrangements. The Members strongly encourage starting the event earlier to accommodate all performances.
- l'Essor has confirmed arrangements with the Sound/Lighting technician.
- l'Essor is inquiring if the media students would be able to assist with live streaming the event.
- The dress rehearsal has been scheduled for 4:00 pm on May 12, same time as last year. The Members suggest starting earlier due to the increased number of performers this year.
- l'Essor is making arrangements for a piano for the performers use.

#### Refreshments/Set Up

- The Deputy Clerk advises quotes are being obtained for pastries/baked goods and l'Essor's Culinary Department has offered to provide hors d'oeuvres.
- The Members recall Lakewood Café had coffee/tea available for purchase and the Tecumseh Area Historical Society had pop/water available for donation at last year's event.
- Councillor Rita Ossington and Member Ian Froese confirm they are arranging for the paper tablecloths and crayons for artistic doodling.
- l'Essor is inquiring if the Arts Department is willing to provide the table centerpieces. The Members also recall the stage decorated and inquire if l'Essor's students would be willing once again to decorate the stage.

#### Arts Council Windsor & Region

Further to the request at the last meeting, the Deputy Clerk advises the Committee was a member of the Arts Council Windsor & Region in 2011 and 2012.

The membership fee for non-profit is \$40 annually and includes weekly electronic newsletters advertising artistic events in the community and a one-time option to advertise at no cost, with each advertisement thereafter at a cost of \$60 per advertisement.

The Members are reminded that the Committee's 2017 Budget does not have an allocation for memberships. Should the Committee wish to pursue a membership, the Committee would need to request for consideration to include same in future budget planning.

The Chair informs she is a member of the Arts Council Windsor & Region and will share any information that may be of interest with the Committee.

(CAAC 4-8)

#### **NEW BUSINESS**

None.

(CAAC 4-9)

#### **NEXT MEETING**

The next meeting of the Cultural & Arts Advisory Committee will be held on Monday, May 8, 2017, at 7:00 pm, in the Sandwich South Room, Tecumseh Town Hall.

(CAAC 4-10)

**ADJOURNMENT**

Motion: (CAAC-12/17) Moved by Member Ian Froese  
Seconded by Member Dwayne Ellis

**THAT** there being no further business, the April 10, 2017, meeting of the Cultural & Arts Advisory Committee be adjourned at 8:37 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 <ul style="list-style-type: none"> <li>Share with French Community</li> </ul> </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>		Christina/Dwayne/ l'Essor		
<ul style="list-style-type: none"> <li>Itinerary for evening</li> </ul>		Christina		
<ul style="list-style-type: none"> <li>Emcee <ul style="list-style-type: none"> <li>Welcome/Greetings</li> </ul> </li> </ul>	Tim Byrne/Lisette Leboeuf = MC Mayor/l'Essor			Carole to confirm Lisette Leboeuf ✓ Tim/Lisette to meet at 6:00 pm for 'run' through

Performers				
• Listing of Registration Forms received		Christina		Ongoing as reg forms rec'v ✓
• Select Performers <ul style="list-style-type: none"> <li>○ Ltr to successful Performers</li> <li>○ Performance Playlist List to be provided</li> </ul>		CAAC/ Christina		Playlist from performers being rec'v
• Schedule rehearsal <ul style="list-style-type: none"> <li>○ Start Time</li> </ul>	May 12, 2017 3:00 pm			Schedule each performer approx 20 mins
• Arrange for Lighting/Sound Technician	Myran Rivard Adam	I'Essor		I'Essor to confirm with Myran/Adam ✓
• Live Streaming		I'Essor		I'Essor to inquire with Media Dept
• Piano		I'Essor		I'Essor to contact Long & McQuade Piano confirmed ✓
Event				
• Prepare list of Town/I'Essor Special Guest invitees <ul style="list-style-type: none"> <li>○ Record RSVP's</li> <li>○ Send Outlook Calendar invite</li> </ul>		Christina/I'Essor		Outlook invite sent ✓ Waiting on confirmation from Special Guests
• Facility Use Permit		I'Essor		Rec'v permit ✓
• Certificate of Insurance		Town		COI provided to I'Essor ✓
• Ribbon Cutting for Unveiling <ul style="list-style-type: none"> <li>○ Town/I'Essor Pull Up Banners</li> </ul>		Town/I'Essor		Christina arranging with Rec ✓ Christina to pick up ceremonial scissors May 11 Purchase ribbon
Refreshments/Set Up				
• Refreshments	TAHS – Popcorn  Quotes Rec'v: Lakewood Café Family Style Homestyle Bakery Sweet Revenge  I'Essor – Hors	CAAC/I'Essor		I'Essor Culinary Dept to provide hors d'oeuvres ✓ Town to obtain quotes for pastries/baked goods ✓  Apps/pastries served by students

	d'oeuvres  Town - Water/Coffee/Tea			Water purchased ✓
<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> <li>Floral Arrangements for stage</li> </ul> </li> </ul>	May 12, 2017 12:30 pm	CAAC  l'Esson Parks		l'Esson to inquire with Art Dept for centerpieces Centerpieces confirmed ✓  Parks to arrange for 2 floral pots ✓
<ul style="list-style-type: none"> <li>Clean up <ul style="list-style-type: none"> <li>l'Esson Janitors</li> </ul> </li> </ul>		l'Esson		
<ul style="list-style-type: none"> <li>Town Camera or Photographer</li> </ul>				