

Arts, Culture and Tourism Committee Meeting

The Arts Culture and Tourism (ACT) Committee meets in session this 8th day of January, 2020, in the Large Meeting Room of the Essex Municipal Town Hall, 33 Talbot Street South, Essex, Ontario.

The Chair, Anthony Paniccia called the meeting to order at 5:30 PM and welcomed all committee members.

1. Roll Call

Present: Anthony Paniccia, Chair

Patti Oshar, Vice Chair

Diane Quinn-Ouellette

Tracy Armstrong

Councillor Steve Bjorkman

Also Present: Cynthia Cakebread, Manager, Recreation and Culture

Janice Aloisio, Administrative Assistant, Community Services

Regrets: none

2. Declarations of Conflict of Interest

- None stated

3. Adoption of Published Agenda

- That the January 8, 2020 Agenda be received as circulated.

Moved by: Steve Bjorkman

Seconded by: Patti Oshar

(ACT20-01-001) That the agenda of the Wednesday, January 8, 2020 Arts, Culture and Tourism Committee meeting be adopted as presented. **"Carried"**

4. Election of Chair and Vice Chair

- Cynthia opened the floor to nominations;
- Tracy nominated Anthony for the Chair seat for the 2020 meetings;
- No other nominations came forward;
- Anthony was asked if he accepted the seat for the Chair position for the coming year;
- Anthony accepted the Chair seat for the 2020 meetings;
- Anthony opened the floor to nominations for the 2020 Vice-Chair seat;
- Tracy nominated Patti for the Vice-Chair seat;
- No other nominations came forward;
- Patti was asked if she accepted the role of Vice-Chair for the coming year;
- Patti accepted the Vice-Chair seat for the 2020 meetings.

5. Adoption of Minutes

- Minutes of December 11, 2019

Moved by: Steve Bjorkman

Seconded by: Diane Quinn-Ouellette

(ACT20-01-002) That the minutes of the Wednesday, December 11, 2019, Arts, Culture and Tourism Committee meeting be adopted as circulated. **"Carried"**

6. Unfinished Business

a) Downtown Essex Tea Party Update and Discussion

- Prior to the meeting, Patti Oshar circulated finalized details and summary of duties and things-to-do for the Downtown Essex Tea Party event to the committee via email;

- Details were finalized for the event and an updated summary of duties sheet will be circulated to the members in the coming days.

b) Explore Eat Essex Update and Discussion

- Tracy advised that momentum on acquiring restaurants to participate in the event will commence once the Tea Party event was complete;
- Cynthia advised that she can have staff mock up a 'ballot' based on the information Tracy provides her that is required to be on it;
- Tracy to make 'ballot' boxes from covered shoe boxes with the 'Essex' logo on them.

c) Draft Feather Banner Design and pricing for Tune up the Parks Music Series

- Cynthia presented a mock design of a feather banner for the music series and quoted one banner would be in excess of \$600;
- Cynthia advised that the committee's advertising budget was approximately \$1500 for the year and consideration should be given to the number of other committee events that will require promotional expense under the advertising budget;
- Defer issue to April meeting agenda for decision on purchase, if any.

d) ACT Golf Shirts

- Cynthia advised they have not been ordered as yet.

7. New Business

a) Establish Yearly Meeting Schedule

- Discussion by the committee was had to establish the 2020 meeting schedule; and
- Meetings to remain on the second Wednesday of every month at 5:30 PM in the large committee room of the Essex municipal townhall.

8. Next Scheduled Meeting

- Next scheduled meeting is set for Wednesday, February 12, 2020 at 5:30 PM in the large community room at the Essex Municipal Office.

9. Adjournment

Moved by: Steve Bjorkman

Seconded by: Tracy Armstrong

(ACT20-01-003) That this meeting adjourns at 6:54 PM. **"Carried"**

Anthony Paniccia, Chair

Janice Aloisio, Recording Secretary