

**CUMBERLAND COUNTY CULTURAL AND HERITAGE
COMMISSION MINUTES**

August 28, 2012

The regular meeting of the Cumberland County Cultural and Heritage Commission was held on Tuesday, August 28, 2012 at 3:30 PM., in the freeholder conference room in Bridgeton, New Jersey.

Present: Suzanne Merighi Ella Boykin
John Garrison Roy Kaneshiki
Jean Jones Marianne Lods
Patt Gale Penny Watson
Freeholder Director Kirstein

Matthew Pisarski, Principal Planner
Jennifer Morgan, Recording Secretary

Approval of Minutes – July 24, 2012

A motion was made to approve the minutes from July 24, 2012 by Marianne Lods. The motion was seconded by Roy Kaneshiki and passed unanimously.

2012 Commission Operating Budget – 2nd Quarter Review

Matthew Pisarski gave an overview of 2012 second quarter budget. Mr. Pisarski explained each category and where money was being spent.

Patt Gale questioned Prestige Publications' billing. Mr. Pisarski said Prestige Publications has been paid 75%; the remaining 25% will be paid when the final bill is submitted; however, a portion of the 2012 contract was paid with carry-over funds from 2011, so the full 75% initial payment does not appear in the 2012 budget disbursements.

Update to Long Range Plan and Bylaw Proposals

Mr. Pisarski commented that the proposal did not require a full bidding process but a Request for Proposals (RFP) was created and was sent out for quotes. Out of five consultants contacted, Nancy Moses was the only one who responded to the RFP. The proposals are to update the long range plan and create new bylaws for the Commission. The bylaws will be placed on the website and they will be interactive so regrantees can use the template to create their own bylaws. Ms. Moses will work with Rachel Dukeman to create the long range plan and Ms. Moses will work with Montgomery McCracken Walker & Rhoads from Philadelphia for the bylaws. The quote is \$11,000 for the Long Range Plan, \$7,000 for the bylaws or \$17,000 for both. The project will

take 8 – 10 months to complete, the cost will be covered over two fiscal years. A motion was made by Ms. Gale to accept Ms. Moses' proposal. The motion was seconded by Ms. Lods and passed unanimously. Mr. Pisarski informed the Commission the Long Range Plan update is required by the State Council on the Arts.

Update on West Jersey Time Traveler project – beta testing of website

Mr. Pisarski said the website www.cumberlandhistorical.org is functioning. Mr. Pisarski asked the Commission to go to the website and check for errors or any issues with the design of the website. Beta testing will take place for the next several months. After the beta testing is complete the website will be formally released and a press release will be done at the end of the year.

County on Canvas Artwork Inventory Report

Commission members received in their packet a list of County on Canvas artwork and where they are located. An intern created the list over the summer. John Garrison suggested having an exhibit of the artwork. Mr. Pisarski also gave a slide show presentation of the artwork. The list has to be checked for spelling errors and other edits. An appraisal has not been done of the collection. Mr. Pisarski suggested adding the collection to the website.

Grant Writing Workshop w/Rachel Dukeman – September 5, 2012

The workshop is being held at the Levoy Theatre. Rachel Dukeman will be speaking about social media: when to send tweets and how to do a blog, etc. Mr. Pisarski will speak about the regrant process at the workshop.

East Point Lighthouse Artists' Day & Open House – September 15, 2012

Mr. Pisarski informed the Commission that artists and music have been booked for the day. Citizens United is doing the "paint the lighthouse" kids tent. Yard signs, directional signs and brochures have been printed. Jean Jones asked if the food situation has been handled. Mr. Pisarski responded that he had sent an email to Gail Robinson and that she suggested finding a nonprofit for the food so they can use it as a fundraiser. Ms. Gale said she will talk to her youth group at church and see if they would be interested in doing the food as a fundraiser. Penny Watson suggested relocating the event for 2013. Ms. Watson said there are a lot of historic sites in Cumberland County that could benefit from such an event.

Liaison Reports

Ms. Lods said Off Broad Street Players had their opening night, performing "The Music Man"; Ms. Lods said the cast was terrific. They have many shows scheduled into next year. Ms. Lods also attended a charrette at the Millville Army Air Field Museum (MAAFM). It was a meeting regarding interpretive signage at the museum. Mr. Garrison said NJTV played a documentary on the MAAFM.

Mr. Kaneshiki commented that Bayshore Discovery Project is having continued success with their Second Friday's.

Mr. Garrison said Bill Ternay, a Philadelphia artist, will have a show on September 14th at the Bayshore Discovery Project.

Tourism Advisory Council Comments – Kimberly Gauntt

Postponed until next month.

Other Old/New Business

Ms. Watson said the City of Bridgeton applied for a New Jersey Department of Transportation grant to restore the Bridge Keepers building on Route 49.

Mr. Pisarski asked if Ms. Watson contacted Bob Campbell regarding the shore communities and DEP. Freeholder Director Kirstein informed the Commission that DEP has a meeting scheduled with Mr. Campbell.

Correspondence

A letter from Richard Grubb & Associates was in Commission members' packets. The letter is in regards to the Raceway Embankment Reconstruction Project in Bridgeton. Mr. Pisarski will send a letter to Richard Grubb & Associates stating that the Commission supports the repairs to the embankment and that the exposed historic substructure should be documented prior to repairs commencing.

Flavia Alaya sent an email to Mr. Pisarski regarding children from the Gateway program performing at West Avenue School.

Mr. Garrison thanked Freeholder Director Kirstein for attending the meeting. Freeholder Director Kirstein thanked the Commission members for volunteering their time and the dedication they show in their work for the Commission.

Adjourn

A motion to adjourn the meeting was made by Mr. Kaneshiki. The motion was seconded by Suzanne Merighi and passed unanimously.

The next regular meeting of the Cumberland County Cultural and Heritage Commission will be held on Tuesday, September 25, 2012 in the Freeholder Meeting Room in Bridgeton, New Jersey.