

**CUMBERLAND COUNTY CULTURAL AND HERITAGE  
COMMISSION MINUTES**

**October 23, 2012**

The regular meeting of the Cumberland County Cultural and Heritage Commission was held on Tuesday, October 23, 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                         Penny Watson  
              Patt Gale                             Marianne Lods  
              Freeholder Director Kirstein

Matthew Pisarski, Principal Planner  
Jennifer Morgan, Recording Secretary

**Guest:** Arthur Cox  
              Joan McAllister  
              Don Kramer, Montgomery McCracken  
              Katherine Gillespie, Montgomery McCracken

**Approval of Minutes – September 25, 2012**

A motion was made to approve the minutes from September 25, 2012 by Roy Kaneshiki. The motion was seconded by Suzanne Merighi and passed unanimously. Marianne Lods abstained.

**Discussion of Burton Exhibits – Arthur Cox & Joan McAllister**

Mr. Cox and Ms. McAllister approached Mr. Pisarski about the exhibits at Burton's, what they hold as goals and asked if they make a presentation to the Commission. Mr. Cox began by stating they are a small group of community volunteers who identify themselves as Advocates for the Preservation of Local Industrial History in Bridgeton. They have three or four exhibits throughout the year at Burton's, which is a privately-owned business and their website address is [www.oberlinsmith.org](http://www.oberlinsmith.org). Mr. Cox gave a brief history of the exhibits that are held at Burton's. Ms. McAllister continued by saying they have been showing exhibits for the past eight years and would like to be seen as a legitimate gallery. Ms. McAllister said they provide museum quality frame work for pictures and give local photographers opportunities to hold shows. Ms. McAllister said they are not asking for funding but for more involvement from the community. Patt Gale suggested contacting schools for trips to the gallery. Mr. Cox contacted Cumberland County College and was told they cannot fit them into the curriculum. Ms. McAllister thanked the Commission for their time and for publicizing their events.

**By-Laws Discussion – Montgomery McCracken**

Don Kramer and Katherine Gillespie introduced themselves and indicated they will be working on the by-laws for the Commission. Mr. Kramer had several questions for the Commission to gain clarification on the current by-laws.

*Who has the right to expel, terminate or suspend commission members? Has it ever been done?*

Mr. Pisarski said the Commission would pass a motion to recommend to the Freeholders the removal of a member from the board.

*Is a vacancy from the executive board different from the Commission?*

Ms. Gale questioned the rolls of the secretary and the treasurer positions. Mr. Pisarski said the duties can be amended to reflect the secretary and treasurer assures the work is being done properly. Mr. Kramer asked if the Commission would like to name an executive committee to make decisions and the committee would have the power to act between meetings of the Commission.

*How does the Commission want to handle partial terms of officers?*

Mr. Kramer suggested that if an individual serves for more than a half of a term it's typically considered a full term and if less than half a term it typically doesn't count. The Commission was satisfied with this approach.

*Is "Coordinator" an appropriate title?*

The Commission would like Mr. Pisarski to have a more impressive title. Mr. Pisarski said the Commission can suggest a title change and he would have to check with county counsel to see that there is no conflict. The Commission recommended the title of "Executive Director."

*Do you want the majority of the Commission to be quorum?*

Yes, the Commission has nine members, five would be quorum.

*Do you want the job description of the coordinator to be part of the by-laws?*

No.

Mr. Kramer asked if there were any other questions regarding the by-laws. Ms. Gillespie asked if the Commission can amend the by-laws without Freeholder approval. Mr. Pisarski said amendments would be sent to county counsel for review and he would notify the Freeholder liaison. Ms. Merighi asked if the fiscal year is always January 1<sup>st</sup> – December 31<sup>st</sup>. Mr. Pisarski indicated that the budgetary year is always January 1<sup>st</sup> to December 31<sup>st</sup>. Ms. Lods asked if there is anything in the by-laws regarding dissolution of the Commission. Mr. Pisarski indicated the Commission by-laws do not include anything on dissolution since that falls under the auspices of the Freeholders. Ms. Merighi questioned the signing of vouchers. Again, Mr. Pisarski indicated that payment processing does not fall under Commission responsibility. Director Kirstein inquired if the by-laws state the make-up of the Commission so it reflects the county. Mr. Pisarski said the by-laws do not. Mr. Pisarski asked if the Commission wanted to add a clause to the by-laws that state the members come from Cumberland County. Mr. Kramer passed out a "ready reference page" for nonprofit laws. Mr. Kramer said they will draft the by-laws with membership provisions as an alternative. Mr. Pisarski will contact Loaded Media so links can be added to the Commission website regarding the by-laws. Mr. Pisarski said a balance has to be reached so grantees understand the language of the by-laws, hyperlinks can be added if someone needs the definition of a word. Ms. Gillespie asked if grantees will be required to redo their by-laws to get grant money if they are not adequate. Mr. Pisarski said that will be up to the Grants Review Panel. If someone is not incorporated can the Commission make them get

incorporated? Mr. Pisarski said the Commission can make that a requirement for 2014. Mr. Pisarski said they can give grants to government organizations and 501C3.

### **West Jersey Time Traveler - Signage Design Discussion**

Mr. Pisarski said the comments he received back were consistent. Commission members all like the "Hear Here" motif and they would like the "Hear Here" to be bolder. Mr. Pisarski will send the recommendations to VSBA.

### **2013 Budget Subcommittee - Appointments**

The budget subcommittee will consist of Suzanne Merighi, Ella Boykin and Penny Watson.

The by-laws state the nominations subcommittee has to be selected in October. Patt Gale, Jean Jones and Roy Kaneshiki will be on the nominations subcommittee. Ms. Merighi said the slate should be presented at the November meeting.

### **2012 Budget – 3<sup>rd</sup> Quarter Review**

Mr. Pisarski gave an overview of the 3<sup>rd</sup> quarter budget. He said most accounts will be zeroed out by the end of the year. Mr. Pisarski stated if there are funds still available he will notify the Commission and ask for recommendation. All money has to be encumbered by November 16<sup>th</sup>.

### **Battlefield Preservation Grant – Battle of Dallas' Landing**

Commission members received in their packets information regarding what is involved in a Battlefield Planning Grant. The Battle of Dallas' Landing is on the county register of historic structures and sites. Mr. Pisarski said the only place in Cumberland County available for such a grant is the Battle of Dallas' Landing. The battle took place on the east side of Maurice River and the west side of Port Norris. Mr. Pisarski asked if the Commission would like to apply for the grant. Mr. Pisarski indicated a formal RFP process would have to be conducted to find a consultant. John Garrison asked how much time the grant would take to complete and if Mr. Pisarski has the time to complete it. Mr. Pisarski indicated he has the time and the Commission recommended submission. Mr. Pisarski said he will reach out to National Park Service and see if the project is eligible for funding.

### **SSRDMO Re-grant Application Template Discussion**

Mr. Pisarski mentioned the Commission had received \$15,000 from Southern Shore in 2012, with those funds all assigned. For 2013 an open competitive process will take place to receive funds. Mr. Pisarski drafted an application for the Commission's consideration. Mr. Pisarski kept the application simple to make it is easy to apply. The application as proposed is open to all governmental and non-profit organizations which conduct programming within the county. The Commission approved the application format and Mr. Pisarski indicated he would present the format to the Tourism Advisory Council for their approval as well.

### **2013 Re-grant Applications Received**

Mr. Pisarski stated 29 applications have been received. Mr. Pisarski is working on the description of each application. Mr. Pisarski said when the descriptions are complete he will send a cd of all the applications to Commission members. The Grants Review Panel will meet in mid-November. At the next Commission meeting Mr. Pisarski will have the recommendations from the Grants Review Panel. Penny Watson asked how this year's number of grantees compared to other years. Mr. Pisarski indicated he will have an answer at next month's meeting.

**Disability Awareness Day – Saturday, October 27, 2012**

Disability Awareness Day is October 27<sup>th</sup> 10am – 1pm at Cumberland County College. Mr. Pisarski will be speaking about the ADA subcommittee.

**Liaison Reports**

Ms. Gale said the Harvest Festival was well attended.

Jean Jones commented that the Jewish Film Festival was held at the Levoy Theatre.

Mr. Kaneshiki went to Second Friday at Bayshore Discovery Project and said it was well attended as usual.

Ms. Gale said the play Happy Days will be at Veterans Memorial School in Vineland, Nov. 15<sup>th</sup> – 17<sup>th</sup> at 7pm.

**Tourism Advisory Council Comments – Kimberly Gauntt**

Kimberly Gauntt was not in attendance.

**Other Old/New Business**

Ms. Gale read her letter respectfully declining her reappointment to the Commission. Ms. Gale served 25 years on the Cultural & Heritage Commission. Mr. Garrison thanked Ms. Gale for all her years of service.

**Correspondence**

Mr. Pisarski sent a thank you letter to the Riverfront Renaissance Center for the Arts for letting the Commission use one of their rooms for the grant writing workshop.

A letter was in Commission packets from Flavia Alaya regarding the Historic Preservation Awards program.

Mr. Pisarski wanted the Commission to be aware of a grant program called Our Town. Mr. Pisarski will be emailing the Commission with ideas for the grant.

**Adjourn**

A motion to adjourn the meeting was made by Ms. Merighi. The motion was seconded by Ms. Watson and passed unanimously.

The next regular meeting of the Cumberland County Cultural and Heritage Commission will be held on Tuesday, November 27, 2012 in the Freeholder Meeting Room in Bridgeton, New Jersey.