

proposal as submitted. The letter will be sent to the Vineland Planning Board members and the County Planning Board.

A motion was made by Penny Watson to accept and approve the letter be sent to the Vineland Planning Board and County Planning Board. The motion was seconded by Patricia Gale and passed unanimously. Mr. Pisarski will get a vote on the motion from Suzanne Merighi to meet the quorum vote requirement.

Retreat Summary

Mr. Pisarski provided a summary of the retreat that was held on Saturday, January 7, 2006.

A question was asked what the Commission would like to see in Cumberland County in the next 20 years.

- Cumberland County as an arts destination
- Stabilization of rural land use
- A county grants program for architectural preservation
- Increased tourism without residential development
- Expansion of the existing arts districts
- More cooperation among arts organizations
- A centralized, comprehensive events calendar
- Improved county transportation
- An increased youth/school arts/history focus
- More financial resources
- New/different programming

Based on what had been prepared in the part regarding the START project there are four basic categories that were identified as recommendations for the Commission:

Board Building Cycle

The lack of adequate orientation for new and existing Commission members was identified as an impediment to growth in cultural participation.

Proposed Solution: The recommendation was to conduct a comprehensive orientation program/event every three years, perhaps to coincide with the review of the Commission's Long Range Plan. In

addition, it was suggested than an orientation packet for each new Commission member be created.

A Commission evaluation system was identified as being largely non-existent. An evaluation system was determined to be critical in order to accurately measure success and failure in meeting the goals of the Commission's mission.

Proposed Solution: The retreat itself served as a partial solution, particularly given the fact that a retreat had not been held in several years. It was recommended that a retreat be held every year in January. A "Mini Board Assessment Survey" was conducted by the consultant prior to the retreat with similar assessment to be conducted at regular intervals in the future. An "Individual Board Member Self-Evaluation" was conducted by the consultant with similar self-evaluations to be conducted in the future. It was recommended that any future evaluation system should track progress against the Long Range Plan/County Cultural Plan.

Culture & Structure of Board Sessions

It was identified that participation levels varied among Commission members, both generally and more specifically during meetings. Methods should be put in place to ensure opinions by all Commission members are considered.

Proposed Solution: It was recommended that a type of "Round Robin" inquiry be made on each issue raised for a motion at meetings. This entails asking each Commission member present to comment on the issue in a concise manner.

The formality of meetings was seen as an area of potential concern by not clearly delineating voting results and action items.

Proposed Solution: It was suggested to conduct important motions in a roll call fashion on an as needed basis. In addition, significant motions could be detailed in written resolutions, which would be labeled and numbered.

Relationship Between Commission and Organization/Administration

The Commission was identified as having a particularly positive relationship with both administrative staff and the Board of Chosen Freeholders. No

recommendations were made in this category since this was not an area of deficiency.

Relationship Between Commission and Community

It was identified that Commission members lack familiarity with all of the organizations which receive re-grant funding and further, that those organizations are not all familiar with the mission and goals of the Commission. This category was noted as needing perhaps the most improvement.

Proposed solution: It was recommended that one re-grant organization per month attend the Commission meeting and make a presentation on the programming it conducts. These “meet and greet” sessions would be scheduled on a repeating sequential basis and could become a condition for disbursement of funds through the re-grant contract.

Promotion of Commission programming and collaborative efforts was seen as deficient.

Proposed solution: It was recommended that the newsletter be improved upon in both content and design. In addition, it was recommended that the newsletter be distributed electronically via email as well as through regular mail. The newsletter is already available in .pdf format on the Commission’s website. It was further recommended that the Commission’s website receive greater promotion. It was recommended that a unifying logo be created for the Commission. That shirts, pins and giveaways be designed to brand the Commission during programs and outreach events. It was further suggested that in addition to a Cumberland County display, that a display specifically for the Cultural and Heritage Commission be purchased for use during events and conferences.

Kim Wood suggested using the county display and have panels made specifically made for the Commission.

Freeholder Director Douglas Rainear raised the issue of the Cultural & Heritage Newsletter as it was an area of concern raised at the retreat. If the Commission is unhappy with the quality of the current newsletter a new vendor needs to be sought.

Jean Jones stated that the Commission has been told in the past that despite the quality of the proposals the lowest bidder will be selected. Mr. Rainear

informed the Commission that the vendor chosen should be the lowest, responsible bidder. If the quality of the lowest bidder is not satisfactory a higher bidder could be chosen. However, it would need to be reinforced by documentation that states why the lowest bidder should not be awarded based solely on being the lowest bidder.

Mr. Pisarski stated that there is one newsletter remaining on the current contract. An RFP and new contract will need to be done at that time. The next newsletter is due to be out the beginning of February. The calendar will run through May 2006.

Mr. Pisarski will email a copy of last year's contract and gather any comments. A draft copy of the RFP will then be presented at the February meeting for review.

Cultural Plan Implementation program

Some of the issues that were raised will be addressed by the Implementation Teams at the Cultural Plan Implementation event on January 26, 2006.

Invitations and the Executive Summary have been placed in all meeting packets and also mailed to all participants. Mr. Pisarski thanked all the Commission members for their participation.

The roundtable will be held on January 26, 2006 at the Luciano Conference Center at Cumberland County College.

Art Contest/Eagle Festival

The Cape May Bird Observatory received a grant for the educational component of the Eagle Festival. As part of the grant the Commission is to receive \$1,000.00 to conduct the art contest.

Volunteers are also needed to help with the Commission's Kids Craft table at the festival. Jackie Sandro from the Clay College will be conducting the craft table this year.

The Eagle Festival is on Saturday, February 4 at the Mauricetown Firehall from 8:00 am – 4:00 pm.

Art work for the art contest is due at the Riverfront Renaissance Center for the Arts on Friday, January 13, 2006. There will be an award reception on January 20, 2006 from 6:00 pm – 9:00 pm. The prizes are being donated by Pete Dunn and the Cape May Bird Observatory. The art work from the art contest will remain on display at the Riverfront Renaissance Center for the Arts through February 10, 2006.

New Business

2005 Year in Review presentation draft

Mr. Pisarski presented a Powerpoint presentation documenting the 2005 activity of the Cultural and Heritage Commission.

The charts used in the presentation are attached.

Patricia Gale asked if a chart could be created to track audience participation. Mr. Pisarski will gather data to create a chart to track participation at the sponsored events.

Mr. Pisarski will have the full finished report for the meeting in February.

Cohansey River Bridge Replacement Project

Mr. Pisarski distributed a Phone Call Report regarding the Route 49 Cohansey River Bridge Replacement Project. Mr. Pisarski was informed that the NJDOT, State Historic Preservation Office, FHWA, and the City of Bridgeton met on 12/16/05 to discuss the conditions of a No Adverse Effect determination by SHPO. The relocation of the bridge operator's house, if feasible, is one of the conditions.

Mr. Pisarski was informed that relocating the building was feasible and that the NJDOT will pay for the relocation based upon the following conditions:

- The building is too heavy to traverse any bridges in the area, as such the new location must be on the west side of the river.
- The State will only pay for relocation once. Any temporary relocation during construction will not be paid for by the State.
- The County will be responsible for any and all coordination related to the relocation of the building including, but not limited to, site

selection, permitting, land acquisition, and coordination with the City.

- The State will not be responsible for maintenance after the building has been relocated.

It was further noted that Mr. Charles Kolakowski, Bridgeton City Administrator, was not aware of the County's request and does not support the requested relocation. The City has no desire to relocate the structure on any of their land.

Penny Watson stressed that the structure should be located near the bridge. Mr. Pisarski agreed with Ms. Watson. Freeholder Rainear asked why Mr. Kolakowski was opposed to the relocation. Mr. Pisarski was not given a reason for his opposition. Mr. Pisarski contacted Chris Cummings at the City Planning Department to urge him to re-establish communication with the City to push for the relocation. Mr. Pisarski asked what his next step should be or if someone else should be contacted. Freeholder Rainear asked that Mr. Pisarski compose a letter to the City on his behalf and that he would sign it.

Adjournment

There being no further business Penny Watson made a motion to adjourn. The motion was seconded by Patricia Gale and passed unanimously.

The next meeting of the Cumberland County Cultural and Heritage Commission will be held on Tuesday, March 14, 2006 at 3:30 pm at the Freeholder Meeting Room in Bridgeton, NJ.