**Minutes of the Adirondack Coast Cultural Alliance Meeting** Thursday, February 12, 2015 8:30 AM Plattsburgh State, Myers, Fine Arts, Floor 2

***Present*** – Ricky Laurin (President), Jim Brangan (LCBP/CVNHP), Samantha Bellinger (SUNY Plattsburgh Art Museum), Jan McCormick (Samuel deChamplain History Center), Julie Dowd (NNYACGS, CCHA), John Krueger (City Historian), Helen Nerska (CCHA), Melissa Peck (CCHA), Don Wickman (Kent Delord House), Jacqueline Madison (NCUGRHA), Barb Benkwitt (Schuyler Falls Town Historian), Geri Favreau (CCHA), Karen Batchelder (CEF Library System), Dave Deno (BOPA), Ellen Adams (Alice T Miner Museum), Jane Saxe-Kelting (Lyon Mtn Museum), Sandra Geddes (City of Plattsburgh Events), Stan Ransom (CV Transportation), Jessica Dulle (Strand Arts), Kristy Kennedy (Chamber), Amber Parliament (Chamber)

 Ricky called the meeting to order at 8:30 am with thanks to Sam for coffee and donut centers, and thanks to all for so many for attending. After introductions all around, the agenda was re-ordered to start with Destination Master Plan, Passport/Museum Days since the Chamber folks had to depart shortly.

***Destination Master Plan (DMP) – (Kristy/John)***

Consultant Bob Harvey of Egret Communications will meet with the arts/culture/history/library community on Monday, March 9 at 8 am at the Chamber. This is our first meeting with Bob since 2013, and this is our chance to update, share info and learn specifics about the Destination Master Plan. Bob will talk about the DMP, the progress since its start in 2010. He is seeking our next goals and input from all of us. This is our opportunity to be heard. The map locations for all groups will be updated too, so be sure to attend to be sure we are all on the map. The March ACCA meeting will follow immediately after the DMP at 9:30 am.

***Arts & History Passport - (Amber/Kristy/Barb)*** The Passport and prizes/levels for this year will be about the same as last year; updated copy is due today. (*nb -By the 2/23 Ad Hoc committee meeting all expected input had been received, with a few more loose ends received after that. Draft of the Passport expected by the 2nd week in March and will be proofed by the ad hoc group & others as appropriate.)*

***Museum Days*** are Sat/Sun June 6-7, 10a-4p. The ad hoc committee will meet again on February 25th, to discuss other ideas such as common signage, banners/posters, enhanced publicity.

***Day of Caring*** (Amber) – Set for Saturday April 18. Any not-for-profit group can request volunteers to help on specific projects. See the United Way website (or Amber) for application form.

***Secretary’s Report*** (Barb) - Minutes for the January meeting were motioned to approve by John, seconded by Stan; approved by acclamation.

***Financial Report (Helen)*** – The financial report from Jan 1-> Feb 11 was presented with $50 total income in coloring book sales, and $450 received for the last payment for the LCBP 2014 grant; expenses for coordinator for $150, for an ending fund balance of $1823.51. Motion to approve by Julie, seconded by John, approved by acclamation.

***Coordinator Report (Melissa)*** – Melissa is a point person/contact for ACCA, keeps the ACCA website and Facebook updated, and currently is exploring ways to make the website brighter. Continue to send your events to Melissa (coordinator@adkcoastcultural.org) for posting/distribution. Several folks complimented Melissa’s responsiveness, follow-through, and her role in making ACCA one of the top, if not the premier, Regional Stakeholder group within the Champlain Valley National Heritage Partnership (CVNHP). Kudos!

***Old Business –***

***Board of Directors*** – The Board met twice since the previous ACCA meeting, and presented the following initial by-laws framework. Each topic was presented, discussed and then voted.

Title officers as President and Vice President – Motioned by Don, seconded by Jackie; approved, 1 dissenting

Signing authority for invoices is held by three officers, President/Vice-President/Treasurer, with two signatures required for payment approval – Motioned by Jackie, seconded by Stan, approved by all

Annual meeting with election of officers to be held in April each year – Motioned by Barb, seconded by John, approved by all

Terms of office for ACCA Board would be 3 years, staggered, with the President and Vice-President expiring at the same time to allow succession. Discussion about limiting multiple terms to ensure healthy turnover was referred back to the Board for comment, as was nominating committee to fill empty slots. Motion as written for 3-year staggered terms was motioned by Samantha, seconded by Geri, approved by all.

Recommended terms expire as follow –

* + - 1. President Rick Laurin – April, 2015
			2. Vice President Ellen Adams – April, 2015 (move to President, new VP tbd)
			3. Secretary Barb Benkwitt – 2017
			4. Treasurer Helen Nerska – CCHA to determine
			5. Members: Marlene Almodovar-2018 Samantha Bellinger-2017 John Krueger-2016
			6. Past President (3 years after term as President expires) – 2018

That the ACCA Coordinator reports to the Board, rather than to a single officer - motioned by Barb, seconded by Ellen, approved by all.

***New Business –***

***Coordinator salary and dues/donation discussion*** – As the funding we receive from the LCBP grant funds only the paid coordinator salary at $150 per month (which is low for the number of hours required), the idea of again requesting organizations/individuals support ACCA financially, so that there is money for other possible projects, one example being signage for Museum Days. Other topics discussed included fundraisers, sign painting party, and a letter requesting donations. Motion made by John, seconded by Jan, that a letter be sent to all organizations and individuals in the ‘ACCA universe’ for a suggested dues of $75 each to support ACCA effort. Motion carried. The Board will prepare such a letter for distribution in the near future.

***Survey (Ricky)*** – The survey has been emailed with requested return by this meeting. Results will be reported at a future meeting. It is important for all voices to be heard.

***Lake Champlain Basin Program (LCBP)/Champlain Valley National Heritage Partnership – (Jim Brangan)*** Jim distributed the CVNHP FY2015 Workplan Items and Budget as approved by the LCBP Steering Committee on Feb 11 – the day prior to this meeting. Jim described the programs in the budget, reviewed the long process for funding to be approved by the Steering Committee (based on input from ACCA and other stakeholder groups, through the Heritage Area Program Advisory Committee) – resulting in the grant money as funded by the National Park Service. The great news is that the money is being allocated earlier this year – with possible call for grant applications/RFPs in Summer, 2015. These grants could include local heritage grants, also an emphasis on the 350th Anniversary of the Valley of the Forts (related to the Fils du Roi/Daughters of the Kings) which is cross-border affecting NY/VT/QUE. In the past, there have been fewer RFPs from the New York side of the lake than from Vermont, so the New York organizations need to apply. An example of NY groups working together with grant seed money is the Marjorie Lansing Porter PBS Special by Mountain Lakes PBS and aired again on Feb 12, which is now in US-wide distribution and garnering lots of interest. This coordination can provide significant results. In 2016 the theme will be Conservation. We’ll keep all posted about next steps and timing. Also, Jim has information on the National Association for Interpretation’s international conference to be held in Montreal.

Motion to adjourn by John, acclamation. Adjourn 9:47am

***Next Meeting – Special Time and Place –***

**Monday, March 9th - 8 am – 9:30 am at the Chamber of Commerce** conference room, Route 9 near the city beach – Destination Master Plan with Bob Harvey of Egret Communications. Your input needed! **All are invited and encouraged to attend**!

Regular ACCA meeting to follow at 9:30 am there, finishing no later than 10:30 am

April’s meeting will be on the 2nd Thursday of April – April 9th at 8 or 8:30am – specifics to be announced.

Respectfully submitted,

Barb Benkwitt

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Secretary