

**ARTWalk 2: Project Design Team**  
**P.I.N. 4754.18**  
Weekly Meeting Memo  
**August 14, 2009**

BA: Bergmann Associates | SWC: Studio William Cochran | AW: ARTWalk Organization | COR: City of Rochester

**1. Action Items / Deliverables / Next Steps**

---

**BA:**

- Prepare conflict of interest statement for all to sign at meetings next week (design team and steering committee).
- Revise Durability Criteria and Jury Nom forms for FINAL review at Monday's meeting
- Review and distribute outlines for next week's meetings (workshops/lecture/artist workshop) to design team
- Attend facilitator training session on Saturday
- Arrange refreshments for design workshop on Aug 18
- Prep materials for upcoming meetings (signs, sign in sheets,

**SWC:**

- Prepare RFQ for end of August release
- Continue working with MAG on RFQ development
- Attend facilitator training session on Saturday

**AW:**

- Attend facilitator training session on Saturday

**2. General Comments:**

---

**1. General Comments**

1. Tom and Paul on vacation until Aug 17
2. Contracts are signed and at City, expected to receive Monday – do not need to appear before City Council.
3. AW held meeting with Tower Residents to assure accessibility at upcoming design workshop, minutes and attendance list to follow.
4. BA and City have meetings scheduled with RMSC and MAG next week, will report back to design team and Doug on outcomes.

**2. Summary Reports for public events**

1. All reports have been reviewed and commented on; final reports will be available at the meeting on Monday for discussion.
2. Reports will be made available at the upcoming design workshop.

**3. August 17- all day - Design Team Planning Session**

1. 10-4pm at Bergmann
  1. Lunch break will be from 12-1 (lunch provided by Bergmann)



2. Bergmann, SWC, AW, City
  1. Mark Bayer will be invited for segment of time to review MAG grounds.
3. Goals:
  1. Discuss communication protocol, design team member roles, and scope of work.
  2. Discuss RFP/RFQ progress/status and associated documents on Google docs (jury nom form, jury orientation, art selection, durability and maintenance)
  3. Review of workshop findings to date and implications of those findings.
- 4. August 18 at 3pm Steering Committee Meeting at MAG**
  1. Agenda to be developed next week
    1. Preliminary agenda to review outcome of planning session, update on schedule, RFP and RFQ update, release Jury Nom and other appropriate forms.
- 5. August 18 at 6-9pm Public Design Workshop No 3 at VSW**
  1. Doug Rice is planning
  2. BA to send out outline to design team
    1. Format will follow the sidewalk workshop, including trained facilitators for working groups.
    2. Doug Rice is holding a facilitator training session on Saturday 8-15 from 9-11am at ARTWalk offices.
  3. BA to find report on design team roles at events and needs from Doug (photography, video, resource, facilitators, etc)
    1. Will report back on Monday at planning session.
  4. BA to arrange refreshments for this event
- 6. August 21 at 7-9pm Knowledge Exchange No. 2**
  1. Outline submitted will be sent to design for review
- 7. August 22 at 12-3pm Artist Workshop No. 1**
  1. Outline submitted will be sent to design team for review
- 8. August 25 - Public Design Workshop No 4**
  1. Doug Rice is planning
  2. BA to send out outline to design team
    1. Format will follow the sidewalk workshop, including trained facilitators for working groups.
    2. Doug Rice is holding a facilitator training session on Saturday 8-15 from 9-11am at ARTWalk offices.
  3. RMSC to cover refreshments for this event, Anne to coordinate
- 9. September 10 - NOTA Stakeholder Meeting at VSW 3-5pm**
  1. Invitation were emailed and mailed.
  2. Open house format
  3. Agenda to be set after last public workshop



**10. September 10 - Public Information Meeting at VSW 7-9pm**

1. Invitations were sent out
2. VSW - 7-9
3. Open house format
4. Agenda to be set after last public workshop

**11. Website**

1. Will begin updates upon receiving contract next week.
2. Schedule, invitations, comment forms, FAQ

**12. Jury Nomination Form**

1. Will be finalized and reviewed for approval for release at meeting Monday.

**13. Jury Training Session**

1. Preliminary outline available online, will review on Monday at design team planning session

**14. Durability Criteria**

1. Design team to review and finalize at meeting on Monday.

**15. Educator Meetings**

1. AW corresponded with McKenzie Keenan regarding Educators Meetings, would like to set something up for next week with SWC and AW.
  1. AW to coordinate meeting with AW, SWC, and educators

**16. Public Information Plan**

1. Whose scope to execute?

**17. FABRICATOR ROSTER & LOCAL ARTIST ADVISOR**

1. Future discussion

**18. Call Distribution List**

1. Future discussion

**19. Stakeholder Meeting Interviews**

1. Future discussion

**20. Maintenance Plan and Funding**

1. Future discussion
- 2.

**3. Upcoming work and near term Interim Project deadlines (due within next 4 weeks +/-)**

Date	Item Due	Responsibility
Aug 17	Design Team Planning Session – Bergmann Offices	BA
Aug 18	Steering Committee – venue tbd (MAG) 3-5	BA
Aug 18	Workshop no3 –6-9PM VSW	AW
Aug 21	Lecture Series – Communicating in 3-D Dunwoody Studio 7-9	AW
Aug 22	Artist Workshop – Communicating in 3-D Dunwoody Studio 12-3pm	AW



<b>August 25</b>	<b>Workshop no4 -VSW 6-9 (RMSC)</b>	<b>AW</b>
<b>Late August</b>	<b>RFQ to be released at the end of August</b>	<b>SWC</b>
September	Brainstorming Design Session	ALL
Sep 10	NOTA Stakeholder Group Meeting – Location VSW3-5	BA/City
Sep 10	Public Information Meeting – VSW 7-9	BA/City
<i>Sept. 11</i>	<i>Lecture Series No. 4 – reading and responding to open calls</i>	<i>AW</i>
<i>Sept. 12</i>	<i>Artist Workshop No. 2 – proposals noon-3</i>	<i>AW</i>
Sept 12-13	Clothesline Festival	ALL
Sept 20	Mini ARTWalk Alive	ALL
<i>Sept 21-25</i>	<i>Jury Training (2hour session)</i>	<i>AW</i>
<i>Sept 21-25</i>	<i>Jury Deliberation</i>	<i>AW</i>
<i>Sept 24</i>	<i>Lecture Series No.3 – local art on public art</i>	<i>AW</i>
<i>Mid Oct.</i>	<i>Lecture Series No. 5 – green tech in art</i>	<i>AW</i>
<i>Oct 16</i>	<i>50% plans in-house review</i>	<i>BA</i>

#### 4. Upcoming Meeting(s)

Aug 17	Design Team Planning Session – Bergmann Offices
Aug 18	Steering Committee – venue tbd (MAG) 3-5
Aug 18	Workshop no3 –6-9PM VSW
Aug 21	Knowledge Exchange – Dunwoody Studio 7-9
Aug 22	Artist Workshop – 12-3pm
August 25	Workshop no4 -VSW 6-9 (RMSC)

#### 5. Project Budget Status / Scope Changes / Additional Services

- Contracts to be received on Monday.

CC (via email): Tom Lichtenthal, Bergmann Associates  
 Mark Johns, Bergmann Associates  
 William Cochran, Studio William Cochran  
 Teresa Cochran, Studio William Cochran  
 Marianne Kroon, Studio William Cochran  
 Anne Lovely, ARTWalk Organization

