

ARTWalk 2: Project Design Team
P.I.N. 4754.18
Weekly Team Meetings Memo
June 12, 2009

BA: Bergmann Associates | SWC: Studio William Cochran | AW: ARTWalk Organization

1. Action Items / Deliverables / Next Steps

BA:

- Review Publi Information Plan by Monday June 15
- Tom to determin who will execute Public Information Plan
- Update Fabricator Roster in google documents
- Review jury nomination form
- Look into setting up YouTube channel for ARTWalk if none exists
- Tom to review scope and contract for budget for design workshop refreshments
- Provide AW with 20 11x17 flyers for workshop and public meeting announcement
- Tom to look into budget for video recoerding of meetings
- Develop website for launch on Friday June 19
- Sue to schedule stakeholder meeting interviews
- Sue to ass Anne to contact list.

SWC:

- William to upload durability Criteria for review
- Review Publi Information Plan by Monday June 15
- Marianne to obtain tape from GCCS for Bergmann to mamke channel and upload
- Marianne to check max occupancy of MSC for design workshop
- Call Susan Hollister regarding educator meeting – Monday

AW:

- Review Publi Information Plan by Monday June 15
- Update Fabricator Roster in google documents
- Add missing contact information on Call distribution list – google documents
- Review jury nomination form
- Ann to look into getting refreshments for workshop
- Distribute flyers for workshop and public meeting in kiosks, towers lobby, Hungerford, Anderson alley, and village gate.

2. General Comments:

- **ARTWalk Status - Anne**
 1. Hired admin assistant for office, starts today.
 2. Emily Faith available Monday and Friday 8hrs each day
 3. Still looking for project manager
 4. Continue to copy Paul K. in emails.



5. Board meeting Tuesday
- **Public Information Plan**
 1. Teresa has sent Public information plan
 2. Team to review by Monday June 15
 3. NPR coming out soon this weekend
 4. Who is executing the public information plan?
 5. Media and PR – City and BA/ Vince and Patrick
 6. Tom to review plan and scope and determine
 7. Some of Plan will be executed through the website.
 8. Intend to have plan solidified within two weeks
- **FABRICATOR ROSTER**
 1. Now online
 2. BA and AW to update
- **Call Distribution List**
 1. AW info is added – missing some information Ann to add
 2. Would like ready to hand to someone for distribution list
- **Jury Composition and Process**
 1. William to add information explain best practices today to explain rationale and components (three attachment and Williams description to how it applies)
 2. Team to review first part of next week
- **Durability Criteria**
 1. William to upload for review
- **Jury Nomination Form**
 1. Up for review.
- **GCC**
 1. Everything went well
 2. Would like to upload to YouTube
 3. Angel to help out with video.
 4. ARTWalk organization set up Youtube channel
 5. Marianne to obtain tape for Bergmann to make channel and upload
- **NOTA MEETING – June 24**
 1. NOTA 3pm at Bausch Aud at RMSC
 2. Email to go out today
 3. Agenda
 - Background
 - Concept plan review
 - LISTEN
- **Community Design Workshop – June 25 – 6-9pm**
 1. Marianne secure location RMSC
 2. Invite made by Teresa
 - Should send out to stakeholder
 - Encourage forwarding along to respective organizations
 3. Max occupancy Marianne to check



4. Set up for 150 - Confirm next week
 5. Tables of 8 in circle tables
 6. Refreshments are AW responsibilities
 - Tom to review budget and scope with AW
 - Anne to coordinate with hospitalities at RMSC
 7. RSVP for Workshop – who to receive calls?
 8. Invitations
 - Flyer for posting in kiosk – provide Anne with 20
 - Mailed to neighborhood
 - Posted in paper
 - Door drops in areas
 - Drop off at Village Gate and Anderson Alley, Hungerford
 9. Agenda
 - Prioritize budget
 - Types of art
 - Art locations
- **Public Meeting – June 24**
 1. Village gate Atrium
 2. Invite are going out today
 - Flyer for posting in kiosk – provide Anne with 20
 - Mailed to neighborhood
 - Posted in paper
 - Door drops in areas
 - Drop off at Village Gate and Anderson Alley, Hungerford
 3. Agenda
 - Background
 - Concept plan review
 - LISTEN
 - **Press release and media invites to meetings**
 1. Vince P. to coordinate
 2. Paul Way – to contact Stewart as reporter for event
 3. Video would be ideal for event and upload to YouTube channel
 4. Tom to look at budget and scope for video services.
 - **Website**
 1. Initial coordination meeting held
 2. Angel developing flow chart
 3. Sue and Tom to coordinate on design easthetic
 4. End of next week to add some pages – most will be unde construction initially
 5. Send out link (not live) for review
 - **Stakeholder Meeting Interviews**
 1. Paul William and Teresa and Anne
 2. Sue to contact and schedule for week of 22
 - **Maintenance Plan and Funding**
 1. Future discussion



- **NPR Studio 360**
 1. Airing this Saturday
 2. Consider posting on website
- **Educator Brainstorming Session**
 1. June 22 4-6 pm
 2. Bausch and Lomb Parlor
 3. Teresa to call Sue Hollister on Monday
- **Knowledge Exchange**
 1. Bleu Cease suggested holding a public colloquium
 2. 'Striking the Balance' - How to balance the community and high caliber art in project
 3. Hand off to Bleu to have independent person run event
 4. JULY suggested time
 5. Discuss and decide next week
- Paul Way not sending letter to editor for article in paper, will be instead, setting up meeting with ARTWalk organization and 'Friends of ARTWalk' for coordination.

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

Date	Item Due	Responsibility
June 15	Public Information Plan	SWC
June 19	Launch Website	BA
June 22	FINAL Fabricator Roster	SWC
June 22-26	William and Teresa In Rochester	
June 22	Educator Meeting	SWC & AW
June 22-24	Stakeholder Survey Interviews	SWC/AW/BA/City
June 24	Neighborhood Meeting No. 1	ALL
June 24	NOTA Stakeholder Meeting	ALL
June 25	Design Workshop No. 1 – Art Options and Budget	ALL
June 26	Deliberation after public meetings at Bergmann	All
June 26	Funding Meeting – Kodak?	SWC & Aw
July 1	Jury Nominations Due	
July 13-18	William and Teresa In Rochester	
July 14	Design Workshop No 2 – Public Participation	ALL
July 18	Saturday Design Workshop No. 3 – Pocket Park	ALL

4. Upcoming Meeting(s)

- June 19, 5pm – Design Team Site Walk
- June 24, 3pm – NOTA Stakeholders
- June 24, 7pm – Public Meeting
- June 25, 6pm Design Workshop



5. Project Budget Status / Scope Changes / Additional Services

- Project within budget
 - Awaiting contract from city.
 - Will execute subconsultant contracts following contract from city.
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CC (via email): Tom Lichtenthal, Bergmann Associates
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Teresa Cochran, Studio William Cochran
Marianne Kroon, Studio William Cochran
Paul Kramer, ARTWalk Organization
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