

# UNIVERSITY AVENUE IMPROVEMENTS AND ARTWalk 2 ENHANCEMENTS PROJECT

## Steering Committee Meeting

January 13, 2009

Bergmann Offices

### MEETING MINUTES

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Attendees:

Paul Way, Marjorie Searl, Debora McDell-Hernandez, Deb Jacobson, Steve Beauvais, Linda Rock, William Cochran (via phone)

The following is a brief summary of the items discussed, decisions reached and action items from this meeting.

1. Roles of steering committee was reviewed they are:
  - Facilitate open communication among all members
  - Establishing and monitoring procedures and guidelines
  - Monitoring schedule and deliverables
2. Roles of NOTA Stakeholder Group
  - This group will be the sounding board for the community
  - During the detail design of the project the design Team will present options for project elements
  - Stakeholders will make decisions on options presented
  - Stakeholders will carry project details back to their constituents
    - Helen will send out current list of NOTA stakeholders for all to review.
3. Steering Committee Members list was reviewed. Tom L. will send out updated list.
4. NOTA stakeholder list, invitation and agenda for Jan. 21, 2009 stakeholder meeting was reviewed. Tom L. will send out updated list along with invitation and agenda. Artist selection and Public Participation process will not be discussed at this meeting, it will be presented at the February meeting.
5. Thomas W. called Sarah Lentini to explain the reorganization of ARTWalk. McKensie K, Paul K, Thomas W. and Helen will go meet with Sarah the week of Jan. 19<sup>th</sup>.
6. Next mtg. we should decide if the Rochester Community Foundation and Rochester Business Association should be included as NOTA stakeholder members.

#### **ACTION ITEMS:**

ARTWalk:

- ARTWalk still needs to prepare a letter identifying the new chairpersons for ARTWalk 2 and new leadership for the ARTWalk organization. Letter should be sent to the Mayor with copies to Elaine Spall, Councilman Pritcher, Sarah Lentini, Chris Zeltman, Gary Stern.
- Meet with Sarah Lentini

Helen Hogan:

- Meet with Sarah Lentini

Paul Way:

- Contact Brie Harrison and invite her to be on NOTA stakeholder group.

Tom Lichtenthal:

- Update steering Committee and NOTA Stakeholder member list
- Send out invites to Jan. 21 NOTA stakeholder meeting.
- Update agenda for NOTA Stakeholder meeting

**NEXT MEETING:**

**January 19, 2009 at 4:30 PM** at Memorial Art Gallery. Tom L. will send invite.

The above constitutes our understanding of issues discussed and decisions reached at this meeting. Please notify the undersigned, in writing, with any errors or omissions.

Best regards,

**BERGMANN ASSOCIATES**



TOM LICHTENTHAL

TOM LICHTENTHAL

PROJECT MANAGER

cc: All Steering Committee Members (via email)

SEE. HEAR. FEEL. ART.

ARTWalk<sup>2</sup>