

UNIVERSITY AVENUE IMPROVEMENTS AND ARTWalk 2 ENHANCEMENTS PROJECT

Steering Committee Meeting

February 9, 2009

Memorial Art Gallery

MEETING MINUTES

Attendees:

Paul Way	Marjorie Searl
Tom Lichtenthal	Debora McDell-Hernandez
Sue Steele	Deb Jacobson
William Cochran (via phone)	Sarah Lentini
Teresa Cochran (via phone)	Linda Rock
Helen Hogan	Barbara Fox
Paul Kramer	Gerard Gombatto
Mckenzie Keenan	Micheal Footer

The following is a brief summary of the items discussed, decisions reached and action items from this meeting. All hand-outs from the meeting are attached.

1. Tom distributed the meeting summary document:

It was explained that the document identifies and summarizes all meetings held to date for the ARTWalk 2 project. Tom explained that the list of invitees for each meeting is available and all meeting minutes and presentations are available for review (contact Sue Steele).

- a. Sue to send Linda the list of invitees for all meetings

2. Artist Selection Process write-up distributed:

- a. The committee agreed that all of the selection processes will be valuable for specific pieces of work.
- b. The committee would like clarifications from the design team regarding the specific element of Art included in the items in the table.
 1. These elements will be clearly defined as the project is further developed and the design is detailed in the next phase of design.
- c. The committee agreed that the preliminary selection processes identified in the table provided are appropriate, but there is flexibility to modify as the project moves forward.
- d. The committee members in attendance discussed the difference between RFP and RFQ.
 1. It was clarified that the RFQ process will not be prohibitive to emerging Artists because the process required a written document in addition to qualifications/recommendations and the Selection Committee will be making their selection based a variety of criteria. The selection committee will not be selecting Artists based on experience alone. In addition, the RFQ's will be very detailed and if there is to be a public participation component included in the specific piece of work the artist will be required to clearly define how they will engage the community in their art work.
 2. The committee agrees that the individual competition pieces (those included in the RFQ and RFP process) should be grouped in a Universal Open RFQ for release to the Art community to generate a list of interested Artists. Individual Artists could be

selected off this list to submit a proposal. In the event that the submissions for a particular piece of Art are not acceptable by the committee, the RFP process could be used to solicit submissions on specific Art pieces.

3. The committee will need to discuss how to distribute the RFQ and RFP's to the public.
 - e. The committee agreed that they will not establish a formal Artist registry.
 - f. The MAG has concern regarding durability and material use along their frontage.
 1. It was agreed that the RFQ and RFP process will be detailed for each specific work, ensuring the appropriate use of materials for each specific location.

3. Next meeting

We will address questions and comments regarding the Public Participation Process and the expected roles of ARTWalk and MAG.

ACTION ITEMS:

ALL:

- In an effort to keep these meetings to an hour, please review the public participation process and arrive prepared to address specific questions and concerns.

ARTWalk:

- Prepare to discuss their role in the project

MAG:

- Prepare to discuss their role in the project

Sue Steele:

- Send out invites and agenda for Feb 17 Steering Committee meeting.
- Send Linda list of invitees for all meetings

NEXT MEETING:

February 17, 2009 at 3:00 PM at Arts and Cultural Council Sue Steele 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



SUE STEELE

PROJECT LANDSCAPE ARCHITECTURAL DESIGNER

cc: All Steering Committee Members (via email)

