



CCA/Town Hall Advisory Committee

Meeting Minutes

Email Posting to townclerk@chelmsfordma.gov

As required by G.L. c. 30 A, §18-25

Filed with Town Clerk:

DATE: Wednesday, March 8, 2023 *TIME:* 8:30am *ADDRESS:* 1A North Road

PLACE: Chelmsford Center for the Arts *ROOM:* Multipurpose Room

Present: Lexy Lattimore (CCA Director), Carissa Campbell, Mike Rigney, Barbara Reilly, Laurie Simko, Dacey Zouzas

Not present: Maura Snow

Also in attendance:

Call to Order

Lexy Lattimore called the meeting to order at 8:10am.

Meeting Minutes

The minutes from the previous meeting were not yet distributed. No vote was taken.

Executive Director Resignation Announcement

Public Input

No one came forward.

Executive Director Transition Proposal & Discussion

Lexy discussed her time with the CCA including funding successes and proposed some possible scenarios for the organization of the CCA going forward. One idea is a three-way split of responsibilities between the technical director, the Theater manager, and the Executive Director. She recommended that the CCA advisory committee will be involved in discussions of the possible roles and responsibilities of the new director going forward and should also begin to take ownership of a couple of local events, specifically organizing for the 4th of July and the Holiday Prelude.

Lexy laid out what she saw as priorities for the transition: Dacey's endowment, the program schedule, and the calendar. Dacey will continue to set up the endowment to provide support, and the program schedule will continue with the current calendar until a new director is hired. The calendar events for March have been cancelled because of the flood. Repairs are estimated to continue through April and may be complete

by May. The previously scheduled Sharon and Randy show for April 29 is still on and will take place in the auditorium. The hope is that we can sell out the first show and possibly a second. The committee could assist in creating a welcome basket.

There is a grant from the CCC for a week of programming for teens. Discussion occurred about whether that should be done during April break or if it would be better to take a longer timeline. Since the funding is available until the end of the year it seems best not to rush.

There are not yet any large bookings for May but Bill Campbell is planning a comedy show in the cabaret.

For June, the CTM committee is putting on a Film Fest on June 9th, then there is a drag show scheduled for June 10th. The following weekend will have the 10 minute plays. That is also Juneteenth weekend and there has been some inquiry from the DEI committee about the possibility of using the CCA in the event of rain but Lexy thought it would be difficult to do that and have the time and space for staging the shows. CTM will handle the marketing for the Film Fest but the other events need marketing support.

Lexy also described her vision for the work of the committee. She thought the three main functions would be to provide input and support for the Executive Director, help with planning a few events, and recruiting volunteers. Specifically she thought the CCA committee should take ownership of events for the 4th of July and the Holiday Prelude in December. She has checklists for both events that she will share. She also thought it would be helpful for several subcommittees to be created including one focused on volunteers, another for the budget and grants, and one working with the theater director.

Finally Lexy reviewed a few items that needed to be addressed. One is that the ED needs access to the website which she currently does not have. Another topic was planning for the 4th of July. Discussion involved some kind of town project (e.g. an American Flag with handprints or other input from residents) for the front lawn; possible music in the cabaret and how that might interact with the festival on the Common; amenities during the celebration, including bottled water and a phone charging station; and some sort of display inside, perhaps in conjunction with the Historical Society. One of the committee members should reach out to the Parade committee as well. Last but not least, Lexy indicated that she had heard from people who had the old holiday train set up from Harrington's. Discussion revolved around when and where that might be set up, perhaps the Thanksgiving weekend leading into the Prelude.

There is a question about the status of the CCA liquor license. M. Rigney will reach out to Kristina Bruce at the Town Offices.

Lexy reported she was aware that the holiday train that used to be displayed at Harrington's has been located and suggested it might be possible to give it a home in the CCA from Thanksgiving through the Prelude at least. She will forward information on potential volunteers for the setup too.

Election of Officers

Barbara Reilly was elected Secretary by unanimous vote.

Mike Rigney was elected chair by unanimous vote.

Schedule of Future Meetings

The committee decided to meet monthly, on the first Wednesday of the month through June. Future meeting dates are April 5, May 10, and June 7 at 8:30am

Meeting Adjourned

The meeting was adjourned by unanimous vote at 9:55am.



Chelmsford Center for the Arts

*Notice of Resignation
Executive Director*

Effective March 31, 2023

Letter from the Executive Director

Dear Paul,

I want to start by saying thank you. Thank you for this incredible opportunity to serve as the Executive Director of the Chelmsford Center for the Arts. It has been a life-changing experience to serve my community in this capacity.

I am writing to provide ample notice of my resignation, which I hope will go into effect on March 31, 2023. I envisioned myself serving at the CCA for 5 years +, believing that my external passion projects would take time to be fully realized. Recently, I received the offer of a lifetime. I am shocked and thrilled and honored to embark upon this journey. Although committed to my work in Chelmsford, I would be remiss to pass on my dreams.

I am proud of the work we have done in this short year at the CCA. I have negotiated to delay my start with this other opportunity, so that I can wrap up my work and leave the CCA stronger than when I found it. My intentions are to provide a clear and detailed road map, an expanded upon version of the 2019 strategic plan, so that my successors are set up for great success. I would like to provide an in-depth binder (alongside a digital deep-dive plan), that can be shared with you, the Select Board, a future Executive Director, and other staff/employees. I am also happy to do some part-time, virtual consulting April 1- June 30 to transition the next Director, if that is of interest and/or value to you and the Select Board.

During the remainder of February and March, my focus will be on the preparation of this document, which I hope will become a living, breathing roadmap to success and sustainability for the CCA. The CCA is still building structure, procedures, and systems to sustain itself. I am intent on solidifying as many of these structures as possible before metaphorically passing the baton.

I am grateful to be a part of a community that believes in the power of the arts. I will always carry the strength of this great community with me. I thank you for welcoming me into the Town Hall family. I wish you and all involved with the Chelmsford Center for the Arts endless success, prosperity, and sustainability.

With gratitude & sincerity.

Always,

Lexy Lattimore