

Portage Cultural Arts Committee Minutes
May 28, 2025 Parks and Recreation Committee

Attendees: Amy Dunham, Satch Huizenga, Mary Reed, Kathleen Hoyle, Andre Jones, Dennis Martin

Meeting called to order by Amy at 6:00pm. Notion to approve agenda by Satch, support by Dennis. Motion approved.

Old Business

1. Timetable for Open House: Amy will need to get into the building at 1pm to prepare the refreshments. Dennis will arrive at 3pm to assess the room layout. Satch and Ben will help with room setup and Andrea will bring the decorations. Mary will help to register guests. Ven, Andrea, Andre, Mary and Dennis will be participating artists. Annie can prepare the sandwich board so people will know they're at the right place, Megan will help with final preparation of the registration forms and have the Committee's storage bin available for supplies. Dennis will emcee and Satch will share an update on the Hayloft Barn and future performance ideas. We could use the TV monitor to roll a loop video that Mary created. Round cafe table have been ordered, not sure when they will arrive. When purchasing food or supplies keep each purchase under \$200 to avoid the use of a Purchase Order. Can be reimbursed from petty cash with receipts. Kathleen thinks there are easels available. Dennis will contact the entrants to congratulate and welcome them to the event. We'll use paper registration forms with a QR code that can be scanned to get to the city web page.
2. Kathleen provided an update on the Hayloft Barn. The Steel supports have been installed to help with the roof. Further discussions with the electricians are pending. Satch could be available for and inspection of the circuits and the stage lighting needs. Kristen Chesnek from the Kalamazoo Arts Council has background in stage lighting and may be able to help.
3. The Fall/Winter Activities book will go to press in about two weeks if there are any additions from the Committee. Contact Kathleen for info.

New Business

1. Further workshops - tabled to next meeting
2. Review calendar - Should the committee meet monthly to maintain momentum? No discussion.

Next Meeting: July 23, 2025 6:00pm
Parks and Recreation Office: (320 Library Lane)

Mission Statement: To Cultivate the Arts Within the Greater Portage Community