

Board of Trustees of the Williamsburg Libraries
Tuesday, 9 January 2018, 7:00 pm
Hawks-Hayden Community Room, Meekins Library, Williamsburg, MA

Agenda

1. Call to order
2. Introduce attendees
3. Designate recorder for minutes
4. Greta Carey project overview
5. Initial logistics
 - a. Set initial bids/prices for paintings (Willo), post on website
 - b. Determine acceptable payment methods for tickets, painting sales
6. Publicity and promotion (January-March)
 - a. Design printed materials (posters, tickets, catalog, etc.)
 - b. Outreach to local businesses for sponsorships, special offers, etc.
 - c. Recruit volunteers to hang posters around valley, banner at Grange?
 - d. Write promotional articles for town newsletter, Gazette, etc.
 - e. Plan when, where, how to sell tickets for closing reception
 - f. Keep website up-to-date with latest information
7. Prep for Meekins exhibit and silent auction (late March)
 - a. Move paintings to Meekins
 - b. Hang show (Willo plus helpers)
 - c. Create silent auction bidder registry and bidding sheets for each painting
 - d. Assemble silent auction clipboards
8. Prep for Meekins opening reception (April 3)
 - a. Arrange snacks and drinks
 - b. Set up community room for reception
 - c. Ask Willo to make brief remarks
 - d. Post-reception cleanup
9. Prep for Meekins closing reception and live auction (April 27)
 - a. Plan program for the evening, choose master of ceremonies
 - b. Procure food, wine, other beverages

- c. Set up community room for reception and auction
- d. Sign up volunteers to take tickets, manage food and beverages, etc.
- e. Post-reception cleanup

10. Prep for Grange exhibit and related activities (April 28-29)

- a. Procure folding display boards
- b. Make placards with painting title and price
- c. Move paintings to Grange
- d. Hang show
- e. Sign up volunteers to answer questions, accept payments
- f. Plan and invite related exhibitors, performers, etc.
- g. Post-exhibit cleanup

11. Set date for next planning meeting

12. Adjourn