

## Eleanor Mayer

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**From:** Laura Weathered [nnwac@nnwac.org]  
**Sent:** Saturday, March 13, 2010 6:47 PM  
**To:** Jessica Peterson; Eleanor Mayer; 'Claudia Skylar'; Lynn Basa; Laura Weathered  
**Subject:** Promote the Arts Committee report

Committee meeting at SSA office March 12, 2010

Attending: J Peterson, E Mayer, C Skylar, L Weathered, L Basa, M Hastert

Agenda

1. Progress report on Phase 1: Firebelly has a list of 170 vacancies, including listing agents. Aldermanic support would be helpful in convincing property owners to participate, the vacancy list has more complete information with leasing agents information and may allow the SSA to reevaluate the CoStar service. Firebelly does not know many of the long standing multi property owners or developers and will gain assistance through Jessica. A PIN search will need to be mounted to get property owners information. Claudia has access to a service that will help. The introduction letter needs to be more professional. The inventory of space is expected to be delivered on March 26.

2. Phase 2 scope of work needs to be defined including the deliverables, the definition of the concept, the role of the curator and role of the SSA Promote the Arts Committee. The subcontractor should produce a list of 3 potential curators that demonstrate a professional track record, the capacity to establish a concept, invite artists to participate, organize a focus group discussion with arts organizations and artists withing the WPB community, to match artists with space, to write publicity and promotional materials about the installations, performance, mulit-media and special events, to assist in the design of special events. One person from the Promote the Arts Committee will interface with Firebelly.

3. Lynn Basa and Laura Weathered are tasked with defining the timeline for the project to include but not limited to these steps:

- a. Review 3 curator candidates by SSA Committee
- b. Organize the focus group discussion with assistance from SSA Committee and community stakeholders
- c. Curator conducts research regarding WPB Master Plan, community context and available space
- d. Curator presents the concept for review by the SSA Committee
- e. Report on artists, space, resources required, written contracts with artists and venues
- f. Establish the special events calendar
- g. Design and production of promotional materials
- h. Implementation, Installation, celebration.

g. Implementation

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Laura Weathered, Executive Director

Near NorthWest Arts Council

**St Paul's Cultural Center**

2215 W North Avenue

Chicago, IL 60647

773.278.7677

[laura@nnwac.org](mailto:laura@nnwac.org)

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