**Arts Commission – Mel Bay Committee Minutes**

**Wednesday, September 13, 2022**

 **5:00 p.m.**

**Kirkwood Community Center**

**Kirkwood, MO 63122**

**In attendance: Zoe Perkins, Art McDonnell, Mark Braun, Ellen Edman, Erika Whitaker, Bill Ruppert**

**I. APPROVAL OF SEPTEMBER 13th, MEETING MINUTES-** motion by Ellen Edman, seconded by Mark Braun. Minutes passed as written

 **Concert Update-** Art and Zoe provided updated info.Hotel arrangements were made. Zoe was making a list of volunteer duties/needs.

* 1. Sponsors-Art was seeking sponsorships for concert.
	2. Ticket Update- Ticket sales to start October 15th
	3. Budget- Everything to date was within budget
	4. Pre-Concert Reception-Zoe in contact with caterer. Food selection to be made in November
	5. Marketing- Fact sheets and PR materials in process and ready by October 1st.
	6. Concert Program-KHS jazz members names to be included. April is designing
	7. Introductory powerpoint- Zoe to work with Bill Bay and Kirkwood Historical Society on images. There will be no sound. Will be shown before concert and at intermission.
1. **NEW BUSINESS**
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	2. Other Matters
2. **ADJOURNMENT**
3. **NEXT MEETING- TBD**

**Staff Liaison:** Kyle Henke. Phone: 314-822-5856 Email: henkekk@kirkwoodmo.org

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