



Town of Arlington, Massachusetts
730 Massachusetts Ave., Arlington, MA 02476
Phone: 781-316-3000

webmaster@town.arlington.ma.us

Minutes 02/12/2007

Arlington Cultural Council
Minutes of February 12, 2007
Robbins Memorial library
Arlington, MA

Present: Jean Yoder, Karen Dillon, Tom Formicola, Michele Meagher, Elinore Kagan and Sharon Shaloo
Absent: Betsy Campbell

Tom Formicola called the meeting to order at 7: 45 p.m.

ITEM 1: Approval of January meeting minutes

The council reviewed meeting minutes from January of 2007. Tom moved to approve the minutes Michele seconded and all approved.

NOTE: We noted our final/annual report to the town hall contained an error. We included the 5% administrative expenses we set aside in our total of grant funding available.

ITEM 2 :RFP's

One request for payment was received this month:

Grant number 2007-19 Solar Winds \$ 600.00

We reviewed the final project report. Tom moved to approve, Michele seconded and all approved.

ITEM 3 : Council membership

Betsy Campbell has requested a leave of absence and this request was approved for three months by the MCC.

Item 4: Winter Grantee Reception

The grantee reception will take place on Thursday, April 26th at the Arlington Center for the Arts. Sharon and Tom visited the facility and made arrangements. Doors will open at 6:30 the program will begin at 7:00 and the ACA gallery will be exhibiting images of Arlington at the same time. The gallery will be open from 6:30-7:30 pm.

Pam Shanley, the facility's coordinator from ACA will set up the room including small discussion areas (6 groups of 10) for our focus groups.

Invitation and Program: Karen will contact Mary Babic and revise last year's invitation for this year's use. She will also arrange to have it printed -complete by March 19th. Karen will also create a program.

Mail and label Invitations:

Karen will deliver the printed invitations to Jean (who maintains our email list) and Jean will mail the invitations on or before March 26th. Each council member will hand deliver invitation to people they want to personally invite.

Email distribution list: Jean will email her distribution list to Tom and Tom will update/revise it.

Each council member should personally invite the grantee they are mentoring and make sure that the grantee brings a display of their work/grant to show at the reception.

Reminder of mentoring assignments:

Tom Formicola will be the liaison for grants # 1, 15 and 10
Michele will be the liaison for grants # 19, 17 and 14
Elinore will be the liaison for grants # 4 and 12, 16
Jean will be the liaison for grants # 21, 23 and 11
Sharon will be the liaison for grants # 18 and 22
Karen will be the liaison for grants # 20 and 13, 3

Scrapbook: Jean has this and will bring it.

Food: Tom formicola will arrange to get contributions form local restaurants. including Not your average Joes, Carberries, Panera and Lakota.

Beverages: Elinore will purchase some cider and soft drinks using our Johnnie's Foodmaster certificates.

Presenters: Tom will arrange for Senator Havern and Jim Marzilli to attend and hand out certificates to recipients.

Flowers and balloons: Sharon will bring these to the event.

Giveaway at event?: Karen has many bracelets from last year's art hunt to give away although they are child size. or we could have pen's printed or something else at www.zazzle.com.

Music: Karen will provide a boombox and music.

Photographer-currently unassigned.

Sandwich Board: Michele should find out if we can use it and make a reservation.

Publicity: Sharon will write an article and submit it to the advocate.

Paper Goods: un assigned

Community input questionnaire: Elinore will ask Shari if she has an electronic copy for the council to review for potential use.

We will have two additional meetings before the event to focus solely on

the planning for this. Waiting for confirmation from Tom for March 7th and 21st. Wed evenings.

The meeting adjourned at 8:50 p.m.

Respectfully submitted by Karen Dillon

Karen has reserved the conference room in the Robbins Library for the following upcoming meetings :

Monday, March 12th 7:30-8:45 Upstairs meeting room

Monday, April 9th 7:30-8:45 upstairs meeting rooms

Monday, May 14th 7:30-8:45 Upstairs meeting room

Please reserve these dates on your calendar.