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Minutes 03/12/2007

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

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

Elinore Kagan called the meeting to order at 7: 45 p.m.

ITEM 1:Approval of February meeting minutes (unanimously)

The council reviewed meeting minutes from February of 2007, and unanimously approved them with two changes. The Winter Grantee Reception will now be held on May 8th. Sharon will act as liaison for grant # 2007-06 (Roz Cummings)

ITEM 2 :RFP's

Elinore handed out an Excel spreadsheet which lists the 2007 grantees.

There was one request for payment this month. Sharon submitted a request for reimbursement for \$64.61 for reproducing MCC guidelines for ACC members. The expense was unanimously approved-Sharon recused herself.

There are still 4 outstanding grants from 2006. Michele will check with Tom to see what he knows about them:

- 2006-02 Historical Society (Sharon will contact them)
- 2006-03 Intergenerational Book Group
- 2006-04 Arlington Town Wide Enrichment
- 2006-10 Cathy Garnett

ITEM 3: Winter Grantee Reception

The grantee reception will now take place on Tuesday, May 8th at the Arlington Center for the Arts at 6:30pm (ACC members should arrive at 5:30pm). Tom Budzyna of the ACA will give a few opening remarks. Tom will need to make sure that the MCC is invited.

Food: Sharon will work with Tom in contacting various local restaurants/stores for food donations. A list was generated including Not Your Average Joes, Carberries, Panera, Lakota, Flora, Za, Punjab, Tryst, Saboria, Ristaurante Olivia, and Francesca Market.

Michele will put an announcement in the Chamber of Commerce newsletter seeking sponsors for the reception who will either donate in-kind items or make a monetary contribution.

Michele will talk to Marie Krepelka at Town Hall to get a Tax ID number for the ACC to use when requesting donations.

Invitation and Program: Karen will do the invitation (and work with Mary Babic in using last year's format) and program.

Michele was going to check with Mary to see where it was printed last year, and will also find out about ACC letterhead.

Flowers and balloons: Sharon will bring these to the event. Potted plants were recommended. Sharon will approach local florists-Derby Farms, Arlington Florist, or Ryans.

Photographer: Herb Kagan will photograph the event.

Invitations and Mailing list:

**All ACC members should review the ACC mailing list (e-mailed out on February 15th by Jean), and let Jean know of any additions by March 23.

Karen will deliver the printed invitations to Jean who will mail the invitations on or before April 8th.

Each council member will send invitations to people they want to personally invite. For personal invites, each ACC member should e-mail their list to the other members so we can avoid duplication.

Liaison contact:

**Each ACC member should contact their liaison by March 31. Jean will create a draft e-mail and send it around. We will ask them to be at the event by 6:15, so they will be set up and ready when the doors open at 6:30pm.

Publicity: Karen will send out a save-the-date announcement on the Arlington listserv at the beginning of April, with a follow-up invitation at the end of April

Sharon will contact the Advocate and try to get an announcement/article in there for April 26th.

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

Scrapbook: Jean has this and will bring it. All pages are currently full.

Music: Sharon will check to see if the ACA has a boombox, and if not, Karen will provide a boombox and music.

Paper Goods: Elinore will see what she has from last year and will bring any necessary papergoods.

Tablecloths: Elinore will bring an assortment of tablecloths.

Serving items: All ACC members should bring platters, baskets, and bread knives.

Office supplies: Michele will bring pencils, nametags, markers, and stars.

Guest book: Who has that??

Community input questionnaire: Sharon will circulate some sample questions. We will discuss the format/flow of this section of the program at our April meeting. Sharon will also see if Staples will donate large post-it pads for taking notes during the group discussion.

Program content: **In order to have a more uniform program, it was decided that each liaison would write up 5 sentences on their grantee, and e-mail to Tom.

The meeting adjourned at 8:50 p.m.

Respectfully submitted by Jean Yoder

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.