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Cultural Council Minutes 08/01/2005

Subject: Meeting Minutes 8-1-05

Arlington Arts Council
 Minutes of August 1st 2005
 Jefferson Cutter House
 Arlington, MA

Present: Mary Babic, Betsy Campbell, Elinore Kagan, , Karen Dillon,
 Michele Meagher, Jean Yoder , Amy Peters and Tom Formicola
 Absent: Leland Stein and Margaret Ryding

Mary Babic called the meeting to order at 7:32 p.m.

ITEM 1: A Review of July Meeting Minutes

Council members reviewed the July meeting minutes. The content was approved.

Michele moved to approve the minutes as submitted, Karen seconded and all approved.

ITEM 2: RFP's (request for payment)

At this time there are no pending RFP's. It was determined that in place of Shari, Mary will be the member to pick up mail at the town hall and notify Elinor if there are any RFP's prior to future meetings.

ITEM 3: Fundraiser Subcommittee Report

The subcommittee has not met since May. Tom will contact Leland to arrange a meeting of the subcommittee before our next meeting.

ITEM 4: Town Day-September 17, 2005

Michele will talk to Marie about our booth. Michele also has the chalk. Elinor asked if we are entitled to a cabinet in a town facility for our committee to use for storage and files? Michele will talk to Marie about having a cabinet donated and moved to us to be utilized in the Chamber of Commerce Storage room.

The council reviewed the LCC guidelines on page 22 as they pertain to public access of our records and files. Guidelines state that records must be made available within 10 days of a public inquiry.

Amy will be emailing the group a sign up sheet for town day jobs/assignments

Karen and Mary will talk offline and arrange the scavenger hunt.

Elinor will review last years receipt from the copying store to determine how many copies of the grant applications were made last year (and need to be made this year). Extra copies left after Town day should be placed at the town hall, library and possibly Arlington Center for the Arts.

ITEM 4: Grant Cycle Review

The council read aloud and reviewed the guidelines from the last grant cycle and suggested updates to clarify the guidelines and approval process. Michele will rework the grant applications and email the group for a final review.

The council reviewed dates for the upcoming grant cycle and the process. The following dates are confirmed and rooms are reserved:
COACHING SESSIONS:

Wednesday, Sept 28-WAS UNAVAILABLE (Tom and Michele please suggest an alternative?)

Saturday, October 1st: 1-3 PM Robbins Library upstairs conference room
(Betsy and Elinor to chair)

PRESENTATION MEETINGS:

Tuesday, November 1st Community Safety Building upstairs conference room

Thursday, November 3rd 7-9 pm Community Safety Building upstairs conference room

Sunday, November 6th 10 to 1 pm Community Safety Building upstairs conference room

Process Notes:

Grant Applications must be postmarked by October 17th @ 4:00 pm.
Tom will pick up applications, collate and create a spreadsheet that will be available to the council on October 24th (Karen will pick up and deliver packet to Elinor)

Council applicants applying for a grant should go last.
Denials will be mailed no later than November 14th
Denied Applicants have till November 29th to Dispute
December 5th meeting will be to vote on approvals
Approval letters to go out by December 12th

We should focus on what our priorities are for grant applicants. Betsy suggested ideas for themes to encourage applicants.

There was no other business.

The meeting was adjourned at 8:50 p.m.

Respectfully submitted by Karen Dillon

Karen has reserved the conference room in the Jefferson Cutter house for the following upcoming meetings :

Monday, September 12th 7:30-9 Jefferson Cutter House

Monday, October 24th 7:30-9 Jefferson Cutter House

Monday, December 5th 7:30-9 Jefferson Cutter House

Please reserve these dates on your calendar.