



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

webmaster@town.arlington.ma.us

Cultural Council Minutes 09/12/2005

Subject: Meeting Minutes 9-12-05

Arlington Arts Council
Minutes of September 12th~2005
Jefferson Cutter House
Arlington, MA

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

Absent:~

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Karen Dillon~called the meeting to order at 7:35 p.m.

ITEM 1: ~A Review of~August Meeting Minutes

Council members reviewed the~August meeting minutes.~ The content was approved.~

Mary moved to approve the minutes as submitted,~Tom seconded and all approved.

ITEM 2: RFP's (request for payment)

At this time there are no pending RFP's.~

ITEM 3: Town Day Update

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Amy circulated an email sign up sheet for the town day and a list if items needed for set up.

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Amy will provide and bring a large rectangular~template to trace for allocating sidewalk drawing spaces.

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The committee divided responsibilities so that all~ council members are participating in the event.~ Our goal at town day is to encourage attendees to create sidewalk art, hand out grant applications, handout the town day scavenger hunt sheets and try to solicit new council members.

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Jean suggested we solicit new members at town day.~ Mary volunteered to make a sign stating that we are looking for people to join our council.~ Jean pointed out that an increase in council members means we can increase out activity level and fundraising efforts.

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Michele mentioned that she has a potential new member who will be attending one of the grant cycle meetings.

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Karen ordered 6 boxes of the professional sidewalk art chalk~from an art supply discount site.~ The chalk will arrive no later than Thursday and she will bring it to the event.

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Michele should bring the other chalk from last year to the event.

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Karen will contact Shari about the Arts Council pencils and our banner and make arrangements to pick those items up and bring them to town day.

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Mary will finish up the edits to the scavenger hunt and forward them via email to Karen.~ Karen will get as many colored copies as she can and the rest will be black and white.

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NOTE:

Town Number in case town day is cancelled due to rain 781-316-3024.

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ITEM 4: Fundraiser Subcommittee Report

Earlier this week Leland and Tom sent an email to the committee suggesting that it might make sense to "incorporate a fundraising element into our third annual *Meet the Grantees* program (which could still be presented in February or at a later date if that made more sense).~ While this event would continue to be free and open to the public, we might up-the-ante a bit by presenting it~in the Regent Theatre's newly renovated downstairs space where we would provide food and drink and perhaps offer live~music (ideally performed by a current or previous grantee)."

The council had a detailed discussion about our ultimate~motive for fundraising.~ We decided that the extra funds would be helpful so we can have the means for greater outreach via web, email and print materials, to increase our visibility and increase awareness of our town presence and to establish a greater constituency.

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Betsy suggested that since we want to raise funds with a limited source of volunteer time we should consider forming alliances with local businesses.~ For example: perhaps a local restaurant would have an Arlington Cultural Council night with 5 % of the proceeds from all the dinners they sell that evening going to us.~ other sources for donating to us are hair salons or supermarkets.

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Tom threw out the question of how much money we actually would like to raise and what in fact are our motives for having a fundraiser?

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Betsy suggested 25,000.

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The council agreed that regardless of the amount the ultimate goal is to increase our available funds so we can provide more services to the Arts in our community.

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Tom suggested that we do a little bit of~fundraising at our annual grantee recognition evening and take it from there.

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Leland suggested that although the Whittemore Robbins house is a beautiful venue, the new space at the Regent theatre might be more conducive to attracting members of the arts community.

It was decided that the fundraising subcommittee meet one more time, this time at the regent's new space and come up with a concrete idea for fundraising for this fiscal year.~ Leland will organize this meeting.

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We still need someone to spearhead the Grantee reception.

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ITEM 4: Grant Cycle Review

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We have been awarded \$ 9,110.00 in grant money ~by the MCC this year!

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Michele did a fabulous job completing, copying, and distributing the grant applications~ and they are now available at the Library circulation desk, the selectman's office at town hall and will be available shortly~at the Arlington Center for the Arts.

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Michele will email the web version of the grant application to Mary so she can post it on Live from Arlington and the Arlington email list.

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Mary will also look into getting the grant application enlarged and pasted on foam backing for a display at town day.

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Michele requested reimbursement and submitted her receipt~ of approx. 36.00 for printing costs incurred when duplicating the grant applications.~ All approved the request for reimbursement.

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

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COACHING SESSIONS:~

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Tuesday, Sept 27-Robbins Library 7-8:30 (Tom and Michele)

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

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PRESENTATION MEETINGS:

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Tuesday, November 1st~ Community Safety Building upstairs conference room~

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

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DELIBERATION MEETING

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

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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

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ITEM 5: Other Business

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marry announced the deadline for our quarterly Arlington Advocate article is tomorrow and requested any information to be included.

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The meeting was adjourned at~9:05 p.m.

Respectfully submitted by ~Karen Dillon

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

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

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

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Please reserve these dates on your calendar.