



**Town of Arlington, Massachusetts**  
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## Cultural Council Minutes 10/07/2004

**Arlington Arts Council**  
**Minutes of October 7 , 2004**  
**Jefferson Cutter House**

**Present:** Mary Babic, Elinor Kagan, Betsy Campbell, Amy Peters, Jean Yoder, Karen Dillon, and Michele Meagher  
**Absent:** Leland Stein, Shari Craig~and Cheryl Hemenway

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

### Item 1- September 2004 Minutes

The group review ed and unanimously approved the meeting minutes from September.

### Item 2- Request for Payments and Extensions .

Grant # 2004-11 for \$ 1,250 for the Arlington Center for the Arts. RFP was incomplete (missing one copy) Elinore will call Michael Bedford (Director at ACA) to request a copy.

Dallin Museum called and may need an extension to produce the coloring book. The group approved the extension but would like a reason.

### Item 3- Present Grant Cycle

Michele talked briefly about the people who came to the coaching session at the Library this week.(Monday the 4th)  
Elinore offered to assist with the financial part of the grant application to any of the applicants that need her help. She suggested they call her at home on Saturdays.

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Applications are due on October 15th.

Michele will pick the applications up from the library on October 20th.

Elinore will pick up applications from Michele at the COC, collate and enter into grid, and send an email out to the council letting us know that we can pick the applications up at her home.

Council members will review the applications.

Meetings with Applicants: Monday October 25 and Wednesday October 27 7:30-9:00 (Community Safety Building)

Meeting of consider grants: Sunday November 7th 10-1 (Conference room of the Robbins Library)

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### Item 4- Town Day Briefing

Council agreed that "Art at your feet" was well attended this year despite the fact that we did not have prizes to give away. One council member overheard a mother comment that she was "relieved"that there were not prizes.Evidently her young daughter did not win a prize last year and was very disappointed.

Another council member noted that there seemed to be more Mother and children teams doing art together this year.

Karen suggested that we ask local businesses to donate "raffle" prizes next year and that in order to be entered in the raffle you must participate in the chalk art. ~the group though this was a good plan for next year.

### Item 5-Update on change of meeting location

Karen reported that the library conference room will be our new meeting location starting in December. ~However, the library will not book it more than three months in advance. ~Michele is looking into this to see if we can book all of our meetings for next year in the library.

### Item 6-New Member Notebook

Jean is making great progress on the notebook and has it broken down into 6 section. ~Some of the sections are : p publicity,

documents and forms and grant information.

Jean hopes to have the notebook completed by our November meeting.

#### **Item 7 -Winter event**

The group talked about last year's winter event and how we can improve or change the event. ~The council members agreed that we should only invite grant recipients from this year and last.

We liked the event taking place on a Thursday evening-it was a good night.

If we plan far enough in advance this year perhaps we can get a better selection of food. Michelle suggested approaching Lakota Bakery.

Michele will contact her friend at The Boston Globe Calendar Magazine and get the event printed there.

We need to create a database of invitees and update it year to year. Evites we also mentioned as an invitation mechanism.

Karen suggested we mention on the grant award letters the date of the event and how important it is for grant recipients to attend.

#### **Item 8 - Other business**

Michele made a major archeological find last week. ~While cleaning out some of the storage space at the Chamber offices she came across a large four drawer file cabinet. Inside we all Cultural Council files dating back to the 1980's! ~The cabinet will remain in the COC offices and Betsy will stop by to look at the contents and see if we can use any of it.

Betsy mentioned that the files coincide with a ACC scrapbook that she is in the process of compiling.

Michele also received a phone call from a woman who has a Gideon Cohen painting-that she bought from Gideon and she wants to donate it to the town.

Elinore suggested the Historical society.

Jean brought up the publicity handout which is completed. ~She will distribute for review.

Jean brought up the letters that Cheryl used for last year (Grant award, denial, guidelines) the council reviewed them and noted that some of the letters needed changes to reflect membership changes etc. Karen will review, edit and email to group by next week. Group will comment and return to Karen for final changes.

The next council meeting will take place on November 4th at the Jefferson Cutter House 7:30 pm/

Meeting Adjourned at 8:36 p.m.

**Respectfully submitted by Karen Dillon**

#### **~~~~~UPCOMING MEETINGS**

Oct. 15: Grants due in Town Hall; or must be postmarked this date

Oct. 22: we will collect the applications at Town Hall

Oct. 25 and 27: nights we hear from applicants

November 7: ACC meeting to discuss and decide on applications

After: letters are sent out

December 9: final vote on money/applications