



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

**webmaster@town.arlington.ma.us**

## Minutes 01/14/2013

Arlington Cultural Council  
Minutes of Sunday, January 14, 2013 Meeting  
Robbins Library, 4th Floor Conference Room

Present: Margaret (Margo) Barrett, Karin Blum Eliza Burden, Kurt Fusaris, Wendy Glaas, Becky Holmes-Farley, Maggie Husak, Stephanie Marlin-Curiel, Margaret Moore, Scott Samenfeld and Martha Sheehan

Absent: Joe Burns

At 7:35 p.m. the meeting was called to order.

### ITEM 1 Approval of December Minutes

The December Minutes were reviewed and APPROVED unanimously.

### ITEM 2 Requests for Payment

Eliza reported that there was one RFP received this month:

2012- 16 The Just a Minute Festival, Don Daniel. Don had been awarded a \$500 grant, but only submitted a request for \$284.00 as it turned out that he did not have to pay for most of his marketing. He reported that he had had three times as many entries as the previous year and he also enclosed copies of two checks (\$100 each) that he had awarded to Arlington students as prizes. The unspent funds will revert back to the ACC general fund per the Treasurer.

### ITEM 3 Outstanding Grants

Martha handed out an updated Fiscal Year2013 Financial sheet and explained that there is still \$3,100 in promised funds still unpaid for fiscal year 2012. Requests for payment were made on 12/20 for three grants: 2012-01 Arlington Enrichment Collaborative \$600.00, 2012-14 Delvena Theater Company \$395.00 and 2012-15 Mark Sandman \$349.00 She also indicated that reimbursement checks for expenses should be coming shortly.

· 2012-06 EcoFest Rain Garden Signage Eliza reported that the signs still appear to be being manufactured, so there is nothing new to report.

· 2012-09 Cantilena, Inc. An American Christmas CD. Eliza reported that the CD release party has been held and we are still awaiting an RFP.

· 2012-10 Writing it Down #5, Center for Cancer Support and Education. Becky reported that after the last meeting she informed Angelika Festa that she had been granted the requested extension to March 15th and that it was conveyed that this would need to be a firm deadline. Angelika told her that that she was in the process of trying to schedule a reading in Arlington, but Becky has not been provided with a date and she did not receive a response to her recent e-mail request for an update on the progress that had been made since their last contact..

- 2012-12 Garden Under the Oak, Chris Kolb, Eliza has been in communication with Chris Kolb and is told that he has scheduled his talk for Thursday night January 24th at the Robbins Library. He is supposed to provide her with a flyer advertising the event, but she has not yet received it.

Karin arrived at 7:50 p.m.

#### ITEM 4 Grant Cycle

Karin provided each member with the form letter that members should send to their liaisons. She said acceptance letters went out last Wednesday and that she had received no thank you letters additional to those she had circulated to members in an earlier e-mail.

The Council was reminded that we should be certain that we can open the photos we solicit from our liaison contacts.

And, we were reminded that grantees do not need to submit a photograph of themselves we can use an image of their poster or anything else that shows what their project is about. We should also make certain that grantees provide photos of their project by February 8, 2013 at the latest.

Liaison Assignments/choices were made as follows:

- 2013-01 Capital Square Business Association, Romancing the Square, Margo
- 2013-03 ACA, Arlington Inter-Active, Karin
- 2013-04 Margaret Moody, Puppets at ACA, Becky
- 2013-06 Arlington International Film Festival, Scott
- 2013-07 True Story Theater, Christopher Ellinger, Kurt
- 2013-09 Friends of Waldo Park: fully funded, \$1000.00 Stephanie
- 2013-11 Anna Christina Lawrence (Menotomy Concert Series), Joe
- 2013-12 New England Gilbert and Sullivan Society (NEGASS), Eliza
- 2013-14 ACA, Chairful Where you Sit, Stephanie
- 2013-17 Dan Fox, A Town Jazz Festival, Becky.
- 2013-18 Ruth Harcovitz, Italian-American Month Concert, Martha
- 2013-20 Delvena Theatre Company, Jack The Ripper, Eliza.
- 2013-22 Parul Vakani and Chris Brenne, Arlington Musicians ALIVE & KICKING Event, Maggie
- 2013-23 Cyrus Dallin Art Museum and Arlington Historical Society, Wendy.
- 2012-27 Arlington Tourism & Economic Development Committee(ATED), Arlington Alive Arts Festival Block Party, fully funded \$2,500, Margaret  
Eliza requested that Martha update her spreadsheet to add a column that contains these liaison assignments and Martha said that she would do this.  
Hand holders:

This year certain members were asked to reach out to some of the grantees who were not funded this year in hopes of encouraging them and making it more likely they will be funded next year. The following people reported on those they agreed to contact:

- Margaret talked to Arlington Children's Theater and they were receptive to the idea of offering scholarships for Arlington Children in the future.

- Joe is the person who is supposed to contact Sounds of Concord, so Stephanie will follow-up with him to see if he was able to do this.
- Wendy still needs to reach out to Oren Rosenthal
- Stephanie talked to Ryan Livergood. They plan to do their research and apply again next year to put on the ambitious sized Mini-Maker Fair he described in his grant presentation to us. In the meantime, they plan to have a much scaled down version of the Mini-Maker Fair this year.

#### ITEM 5 ACC Roles and Responsibilities/Election of Officers

Eliza explained that they tried something new this year by asking Council members to express written interest in positions in advance of the meeting in an attempt to get more people engaged and to make them more comfortable with expressing their interests. She and Stephanie heard from Margaret, Becky and Wendy.

Becky expressed an interest in moving out of the Recording Secretary position, but no one is interested in assuming her role. Wendy and Becky both expressed an interest in the Corresponding Secretary position and Karin said she is happy to stay on in that role. Becky and Margaret expressed an interest in a co-Chair position (Eliza is happy to remain in her position and Stephanie would like to remain in her position until she cycles off at the end of her second term this July). Karin pointed out that the current two chairs had served in another officer role before assuming a position as Chair, and that it might be beneficial for council members to consider serving in one of the other officer positions before they became chair. Becky also floated the idea of creating and occupying an Educator position.

Maggie said she might be interested in doing some publicity work in the future. Margaret and Maggie might be willing, though not eager, to work in the Recording Secretary position at some point in the future - Margaret thought she wouldn't be free to do this until June, however. Margo is content to continue as Grantee Reception planner and to work on publicity with Scott who will also continue his work on the website. Margo is not certain she will be able to renew at the end of her term - at least she may not be able to commit to another three years. Kurt will not be renewing at the end of his term, but expressed a willingness to continue as an additional note-taker for whoever holds the Recording Secretary position as long as he is on the Council.

In the end, it was determined that all duly elected officers will remain in their current spots for the time being. They are as follows:

Stephanie Marlin-Curiel and Eliza Burden - Co- Chairs

Martha Sheehan - Treasurer

Becky Holmes-Farley - Recording Secretary

Karin Blum - Corresponding Secretary

#### ITEM 6 Grantee Reception Planning

Margo is willing to organize the grant reception but needs a date. This, she explained, has typically been a Monday evening at 6:00 p.m. when the Selectmen have their meeting, so that they can easily attend. Karin suggested we might ask Joe Curro if he felt the Selectmen would especially like an opportunity to be involved and present at the Reception. The answer might guide our choice of location. Maggie suggested we might consider a nonconventional venue this year.

A Grantee Reception planning subcommittee was formed and is comprised of Margo, Maggie and Stephanie. Becky indicated that we need to contact the winner of the Town Day card contest because the winning card is supposed to be on the Grantee Reception invitation. Eliza will locate the winning card and provide the information to Becky so she can notify the winner.

Eliza said we need to start thinking about who we will have perform at the Reception. Margaret, Maggie and Stephanie will meet to begin planning.

#### ITEM 7 Publicity

Website Updates: Scott suggested that many of our forms should not need to be changed each year as the content is the same and only the date on them changes. He suggested that the forms be rewritten without a date, so that they do not need to be changed on the website each year. He said he is unable to do this, as he doesn't have Microsoft Office. Karin agreed to forward the forms to Margo who will make them generic in form and return them to Scott for posting.

Scott expressed a need to receive more up-to-date information about coming events so he can put them on the website

Stephanie thought we might be able to get two separate Advocate pieces over two consecutive months. Monica Jiminez is apparently a good contact and easy to work with.

Eliza said that we should give a February 8th deadline to grantees for submission of their information and image for the Advocate piece with the goal of having an article in the Advocate in March.

Eliza will write short "blurbs" describing each project and give them to Scott for submission with The Advocate piece.

#### ITEM 8 Upcoming Events

- January 24th, Under the Oak, Chris Kolb, Robins Library
- January 26th, ACA 25th Anniversary party, 7:00 - 10:00 p.m.
- February 9th, Romancing the Square, Capitol Square

ITEM 9 New Business

Eliza reported that our nomination of Aine Minogue for a Gold Star Award was not successful.

The meeting was adjourned at 8:54 p.m.

Submitted by Rebecca Holmes-Farley, Recording Secretary

Reserved rooms for the following upcoming meetings:

- February 11 - Robbins Library, 4th Floor Conference Room, 7:30 p.m.
- March 11 - Robbins Library, 4th Floor Conference Room, 7:30 p.m.
- April 8th - Robbins Library, Community Room, 7:30 p.m.



