



**Town of Arlington, Massachusetts**  
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## Minutes 12/09/2013

### Arlington Cultural Council Minutes

December 9, 2013 7:30-9:00pm

Lower Level Conference Room, Arlington Senior Center

Present: Karin Blum, Eliza Burden, Wendy Glaas, Maggie Husak, Margaret Moore, Scott Samenfeld, Elisabeth Taylor

Absent: Joe Burns

Visitor: Frank Tadley

The meeting was called to order at 7:39 p.m.

#### ITEM 1 Approval of November Minutes

Minutes from the November meeting were unanimously approved.

#### ITEM 2 RFPs

- 2013-11 Opera Unplugged/Anna Christina Lawrence - request has been submitted and is in process.

#### ITEM 3 Outstanding Grants

- 2013-03 Arlington Center for the Arts - Arlington Interactive - Linda is working to have something for us in December.
- 2013-09 Waldo Park - Margaret will check in again.
- 2013-23 Dallin Museum - Wendy reported that they are on target to finish by end of year.
- 2013-20 - Delvena Theater - Eliza will check in with them.

#### ITEM 3 Debrief on Deliberations

- Starting with No list, then creating a Maybe or Partial list, and keeping a Yes list throughout the deliberation worked again.
- Due to a clerical error we tried having some applicants submit electronically. This works well for some Council members and not for others. We decided that applicants should send electronic supplementary materials and applications. We will determine the number of hard copies by asking current Council members who needs them and note the change on the 2014 application.
- Next time we have a Council member submit an application we will prepare earlier to follow protocol for conflict of interest policy from MCC.

#### ITEM 4 Final Voting on 2014 Grant Allocations

- Council gave unanimous approval for 2014 grant allocation; Scott Samenfeld abstained.

#### ITEM 5 Grant Cycle Correspondance

- Assignments to contact unfunded applicants:
  - o Eliza will contact Betsy Schramm
  - o Karin will contact Paul Giguere
  - o Margaret will contact Belmont World Film
- Rejection letters went out on 11/25, applicants have 15 days to appeal in writing.
- Eliza will file MCC annual report by December 16; then Wendy can send out acceptance letters.
- Wendy will add language to the acceptance letter which states that if the grantee cannot complete project with partial funding or are unable to attain other funding to let us know ASAP.

#### ITEM 6 Publicity initiatives

- Elisabeth will write up project descriptions for the website
- We will submit our events to the Arlington Cultural Commission website rather than maintaining our own
- Elisabeth will reach out to Advocate for a piece on Grant Recipients

#### ITEM 7 Upcoming Events

- Legally Blonde performance at AFD with former member Kurt Fusaris
- TST has shows at the Arlington Center this month
- 2014 LCC Statewide Assembly, State House, Boston - Feb 11, 2014

#### ITEM 8 New Business

- Annual Report for the Town of Arlington - Karin will work on this, Eliza will put boilerplate in Dropbox
- We will elect a slate of officers in January
- Council members will ask grantees to publicize our need for more members, especially someone gifted in graphic design to help with our reception invitation.
- Grant reception planning: We will form a subcommittee in January; date and location already set. (Potential spot for 2015: Senior Ctr upstairs)

#### Upcoming Meetings:

January 13 - Cultural Council Meeting, 7:30pm, Location TBD