

Arlington Cultural Council Minutes

Monday, June 13, 2016

Arlington Senior Center, 7:30pm

Present: Lauren Richmond, Karin Blum, Brigitte Buehler-Probst, Suzi Lubar, Lisbet Taylor, Nilou Moochhala, Merli Guerra

Not present: Jeff Boudreau, Jeff Timperi

Visitor: Ramon Bannister

Called to order at 7:30pm

ITEM 1 Welcome and Introduction of Visitors

Ramon is from Waltham and is looking to get more involved with the arts community.

ITEM 2 Approval of May Minutes

The May minutes were unanimously approved.

ITEM 3 RFPs

RFPs have been received from the Marble Collection 2016-24, Old Schwamb Mill 2016-19, and Powers Music School 2016-22. Karin has reviewed them and signed, and Jeff T is processing.

Suzi attended the opening of the historical society's Connecting Threads exhibit. Karin reported that Pamela Powell has completed her workshops and will be submitting her RFP soon.

ITEM 4 Annual Treasurer's Report

Jeff T dropped off a spreadsheet with an update, but was not able to stay for the meeting due to family illness. The treasurer's report will be added to the July agenda.

ITEM 5 Brief Revisiting of Bylaws

Council members discussed whether to discard or update the bylaws. They were written in 2001 and last revised in 2012. Lisbet brought up Jeff Boudreau's motion to establish a subcommittee on bylaw review, and Merli explained that this was addressed in the May meeting, and the path the Council is taking is to revise the bylaws as a whole, as was done in May 2012. The bylaws were last addressed in 2012, and voted on in a meeting. Suzi is hesitant to discard the bylaws completely as they are useful for describing the council's mission, and much work was put in to create them.

As the council is not required by the MCC or by the Town of Arlington to have bylaws, there was a discussion on whether formal bylaws were needed, or if these could be redefined as guidelines. Karin made a motion to redefine the document as “guidelines”. A vote was held, and all members present other than Lisbet voted in favor of the change. Lisbet stated that she prefers the term “bylaws” as more professional. Merli supported the switch to “guidelines” as the rules described in the bylaws were made to help the council, rather than constrain it. She agrees that “guidelines” is thus a more appropriate term.

A small number of changes to the content were suggested. They are listed in the table below. Jeff T suggested that the updated document be posted on the ACC website, as it provides historical and organizational information, including the council’s mission.

Merli will make the edits and will send the updated document to council members for review before the July meeting. Per open meeting law, no discussion is to take place via email. A vote will be taken at the July meeting.

Article Number	Modification
II-B-2	Remove ‘local’ since we do not constrain grants to Arlington residents
III-A	Add a 6 th officer role for publicity; remove the word “Cycle” from the Corresponding Secretary’s title
III-B-1	Add: "The co-chairs shall act as the Council’s liaisons to the MCC, to the Town of Arlington, and to the town’s arts and cultural organizations [or designate members as such].
III-B-4	Remove the word “hotsheet”
III-D	Remove “who shall serve for the remainder of the vacant term”
IV-A-1	Remove the restriction of being an Arlington resident for council members
IV-B-1	Remove
IV-B-2	Change to have resignations announced at a council meeting
IV-B-3	Remove need for a vote on a leave of absence
IV-D-1	Remove the description for “excessive absence”
IV-D-2	Remove Failure to abide by these bylaws
V-A	Modify to allow for meetings to be canceled due to weather

VIII-C	Change to read that guidelines may be altered by presenting changes at a meeting and voting at the following meeting
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ITEM 6 Discuss and Determine ACC's Official Role in the Creation of the Cultural District

Karin will check in with ACAC about their next meeting date. She will also ask if they are importing the council's Google calendar into their calendar.

The remainder of the discussion was tabled due to Jeff T's absence.

ITEM 7 Website Brainstorming Session

The council identified stakeholders to be grant applicants, grantees, fellow councils, and Arlington residents. The Facebook feed is currently not working consistently – some members were able to access it, and others were not. This will be addressed.

Suggestions for the new version were to have no more than five tabs on the home page. Tabs should include a dashboard for applicants; a tab for grantees; an about page with guidelines, member list, and contact information; a tab for calendar of events; and a tab for press and/or archives.

Nilou would like the council to think about branding. She also suggested placing fresh images on site every so often.

Lauren will create mockups or a skeleton of the site and will send something out before the July meeting. The council is considering holding an extra meeting or extending a meeting to talk about the website. Suzi will check to see if the room is available 30 minutes earlier, at 7pm, for the July meeting.

ITEM 8 Town Day Planning

Merli will take care of filling out and submitting the booth reservation form. Town Day is on September 17. All council members should reserve the date so that they will be available to staff the booth for a shift, which is typically two hours. Lisbet will add the date to the Google calendar. Though Karin will not be on the council at that time, she is willing to loan her 6' table. Suzi reminded people that the council will need to borrow a canopy; the one used last year was Eliza Burden's.

All council members should contact their grantees to ask that promotional materials such as posters, brochures or photos be mailed or dropped in the ACC mailbox before the August meeting. We will use these at our table, as we did last year.

ITEM 9 Schedule August meeting date around vacation schedules

Suzi will create a Doodle poll for August 8th, 10th and 15th. She will also check on room availability.

ITEM 10 Grant Cycle

The info session should be scheduled for after Town Day, the week of 9/19/16. The council reserved the table at the Robbins library last year, so it must wait another year before requesting it again.

ITEM 11 New Business

The 2016 Annual Convention Americans for the Arts, is to be in Boston this year. Lisbet missed an email announcement from the MCC about scholarships. She would like to have this kind of announcement included at future meetings rather than relying on email.

Upcoming Events

- July 11, Monthly meeting, Sr. Center, 7:30pm
- July 14 – Dance Caliente, 1-2:15
- Aug 8, Monthly meeting, Sr. Center (pending Doodle poll results)
- August 13 - Stefanie Weber, 7pm
- Sept. 16 - Dan Fox
- Sept. 17 - Arlington Town Day
- Oct. 30, Music to Cure MS, 3-5pm