

## **Shelburne Cultural Council Minutes September 18, 2019**

Meeting began with introductions and a period of informal discussion with potential member who attended to observe.

**Meeting called to order at 3:25 p.m. by Connie Clarke.**

**Present:** Connie Clarke, Honor (Sally) Judd, Nancy Eisenstein, Kate Whittaker, Diane Poland and Kay Berenson.

**Minutes of the last meeting were read and approved.**

Connie reviewed the process of the committee, including how grant applications are submitted. She noted that council's priorities for the next grant cycle had been completed and submitted. Connie will prepare a press release soliciting grant applications for next cycle and submit to local media.

Kate agreed to continue to post the Council's notices at the Town website, and to design a new letterhead. Connie pointed out that MCC has posted new logos to their website, which LCCs and grant recipients are to use going forward.

Connie said she will be attending the MCC "Emergency Response Training" meeting in Springfield on October 17. Those attending will try to car-pool.

Connie distributed report of which current year grants had been paid and which are still pending reimbursement. It appears most will be paid before the deadline and that there will be minimal carryover funds from unclaimed grants. She also reported that Shelburne has a new town accountant which has delayed getting the information about available balance of cultural funds but that we appear to be in good shape regarding administrative fund reserve. She will submit the council's financial report to MCC before the deadline of October 15.

Connie brought up for discussion the possibility of the Council sponsoring an event in the future, as allowed by MCC guidelines, perhaps in conjunction with planned renovation of Memorial Hall theater. We agreed to come back to this conversation in 2020.

**Council agreed to meeting dates for next funding cycle.** Applications will be available from MCC web site after Nov. 1. Meeting dates are Wednesday, Nov. 6, for reviewing guidelines, identifying council member conflicts of interest and assigning applications to members for reading and review. On Wednesday, Nov. 13, at 3 p.m., council will meet for discussion and ranking of applications. Final allocation voting meeting will be Wednesday, Dec. 4, at 3 p.m. All meetings will be in Town Hall Meeting Room.

**Council's business meeting adjourned at 4:25 p.m. The applicant Q&A portion ended at 5 p.m.**

**Minutes submitted by Kay Berenson, Secretary**