

**Approved minutes of Amherst Cultural Council meeting, July 2, 2012
Jones Library, Amherst Room**

Present: Ellen Kosmer, Co Chair, Honore David, Co -Chair, Arnold Friedmann, Gretchen Fox, Sandra Mullin, liaison Sondra Radosh and new member Rachel Mustin

The members welcomed new member Rachel Mustin.

Minutes: The minutes of the April 12 meeting were approved.

The purpose of the meeting was to review the language and make changes if necessary to the local guidelines for the Field Trip Grant (formerly known as Pass Grants); to vote on a requested change in a previous awarded grant and to update some information on outstanding grants.

Honore reported:

Council had approved a grant of \$200 for Field Trip Grant #2012-11, as encouragement for plans for a trip to Africa. Because the group failed to raise the required amount from other sources, they applied for a change in their application to take a field trip to Harlem to see West African art and visit a market. The request had been approved in April.

However, after the trip, Mr. Mamadou Saar submitted a receipt for the gasoline used for the trip to Harlem, but failed to fill out the proper reimbursement form. A letter was sent to Bruce Pettiman (where the reimbursement was to be sent) asking for proper documentation. Council has not yet received an answer.

A second request was made from Hwang-Carlos of the Board of Leverett Arts and Crafts to defer their \$50 grant #2012-33 from an exhibit on "Rethinking the Economy" to software and webhosting costs because of the untimely death of the director of the Center. The change was approved.

A third request to change the materials of a planned outdoor stage for #2012-37, "Many Hands Farm Cooperative" from wood to stone to add permanence was approved.

The committee discussed changes and additions to our local guidelines for Field Trip grant applications.

The following was approved unanimously:

1. When considering multiple applications from the same school in any one grant cycle, the Amherst Cultural Council will not consider more than one event for any one student to

participate.

In order to ensure that funds for field trips are available to the broadest number of students, the ACC will generally only fund one trip per grade per school, and gives the preference to trips that serve the entire grade rather than individual classes. In some cases, the ACC may choose to fund more than one field trip per grade per school, but only if the field trips benefit different classes and the same class does not go on more than one field trip. Otherwise the ACC will select the one field trip that best meets our local review criteria.

2. Please list exact number of students in each grade you wish to take for this field trip grant. For instance, if there are 3 classes of 3rd grade, let us know if each class will attend this event, and how many students are in each class. If both 3rd and 4th grade will attend, please list how many classes there are in each grade, and how many students are in each class, and let us know if each class from each grade will attend.

3. Travel expenditures (e.g. buses,) will not be reimbursed.

4. Tickets for chaperones, other than one teacher per class, who accompanies the group, will not be paid for.

5. The specific date of the performance/event should be stated, and if it is not available, information should be given explaining when the date will be set.

6. ACC gives preference to field trip requests that clearly relate to classroom curriculum.

7. Please describe how you will integrate this field trip into classroom activities.

The dates for future meetings will be sent via email by Ellen.

Submitted by Sandra Mullin, additions and revisions to draft by Ellen Kosmer and Honore David