

Amherst Cultural Council
APPROVED Minutes
Tuesday, December 11, 2012
Crafts Room, Jones Library

The meeting was called to order by: Ellen Kosmer, Co-Chair at 3pm.

Attendance

Present: Ellen Kosmer, Co-Chair, Honoré David, Co-Chair, Jim Scott, Treasurer, Ruth Rootberg, Secretary, Arnold Friedmann, Sandra Mullin, Rachel Mustin, Gretchen Fox, & Sondra Radosh, liaison.

Absent: Joan Temkin.

Minutes: The Minutes of November 28 were accepted with minor correction.

Request for Extension

FY2012-54 Ezzell Floranina requests an extension for Back OFF Bully You with the Rainbow Players. We had awarded them \$250. Ellen requested a firm new completion date, which has been provided (April 8, 2013). Sondra noted they also have a request for FY2013, but that has no bearing on our decision to extend.

Decision: To extend with two stipulations: 1) that the project is indeed completed by April 8, 2013, and 2) that submission for reimbursement is received no later than June 1, 2013.

The second stipulation will be researched by Jim with Mass. Cultural Council to see if it is in our purview to make a deadline for submission of receipts.

Ellen will notify Ezzell informally, with the formal stipulations coming by letter after Jim has reported back to Ellen.

Acceptance letter template

Ellen distributed a draft form letter that will be sent to grant recipients. Discussion followed considering requirements for reimbursements and wording. We will add a statement clarifying we do not accept requests for progress payment, and revise the last paragraph to exclude the first sentence which indicates only "a few" applicants were awarded grants. The letter will be dated December 31, 2012.

Ellen would like to make sure we are getting appropriately credited when they send in requests for reimbursements. Jim as Treasurer would be the person to follow up on that as reimbursement requests are processed.

Final review of grant decisions :

The following applications were reviewed and the total amount granted was increased as noted:

FY2013-61 Jim reported the Hitchcock Center is enthusiastic about this program.

Decision: Raise total to \$300.

FY2013-32 Old Deerfield Productions

Decision: Raise to total of: \$200

FY2013-58 Dance Generators
Decision: Raise to total of \$200.

FY2013-24 Quabbin Valley Pro Musica
Decision: Raise to total \$150.

FY2013-23 Eventide Singers
Decision: Raise to full funding, a total of \$100.

FY2013-65X Friends of Amherst Recreation, ACTsmart Improv company
Decision: Raise to total of \$350.

Finances

Ruth moved we transfer the FY2011 unencumbered funds of \$2,350 to the active account, requesting Jim to make the necessary arrangements with Holly Bowser. Agreed.

To completely cover the amount we have voted on, it was move to transfer \$1,450 from our local reserve “interest bearing account” to the active account to fund FY2013 grants. Approved.

Ellen asked Jim to complete the website form that will indicate how much is awarded to each applicant. Ruth requested the form not be completed until AFTER the letters are sent to recipients, as we are not certain when the FY2013 list would be made available to the public via the website, and wish the individual applicants to know first-hand before the public.

Ruth will e-mail a final Excel tracking sheet to the Council members, and Jim will forward to Holly Bowser.

Summary of Grant Activity

Ellen summarized the FY2013 cycle. We received 82 applications, denied 16, and approved 66. After making decisions during this meeting, our dollar amount of giving totals \$22,050 in grants, which represents \$18,250 from the Massachusetts Cultural Council, \$2,350 from FY2011 unencumbered funds, and an extra \$1,450 from our reserve account.

Miscellaneous

Revising Guidelines

We anticipate a May meeting to revise our local guidelines. Honoré will send out a list of suggestions to consider. Arnold suggests we look at all current guidelines with the hope of editing for succinctness.

Ellen would also like to convene an open meeting for the public to offer input. Such a meeting is required at least every 36 months. We are not required to do so until May, 2014. This meeting date could be the same as the one when we revise the guidelines. It was noted among the Council members that all meetings are announced and open to the public. However, this particular open meeting is one where we invite the public for their ideas and feedback.

Numbering applications

Ruth requested one simple numbering system for grant numbers for the FY2014 cycle, i.e., 1,2,3...n, with no "a, b, c" extensions.

Further actions for 2012

Jim will continue to check our box through December 15 to see if further requests for extension or requests for reconsideration of denial letters arrive. We anticipate no further business to conduct in 2012.

With no further business, meeting was adjourned at 4:20pm.

Respectfully submitted,

Ruth Rootberg, Secretary, Amherst Cultural Council