**Meeting Minutes
Lenox Cultural Council
December 18, 2019**

Present: Arlene D. Schiff, Beth Tracy Gamble, Erin McNamara, Donna Pignatelli, Katy Holt

* Beth met with Veronica Ramirez Martell, Program Officer, our new liaison from the Mass Cultural Council. She shared with Veronica the latest information about the council and how we operate.
* Katy asked if we would like her to make a presentation next year when the Lenox Education Enrichment Foundation has their grantee session. The Lenox Education Enrichment Foundation (LEEF) is an endowed fund whose purpose is to enhance and enrich the educational experience of the students and teachers in the Lenox Public Schools. LEEF wants to ensure the highest level of achievement for the students and enhance their capacity to achieve excellence both in school and in the community. LEEF seeks proposals for grants from students, teachers, administrators, staff, parents, nonprofits and members of the community of the Lenox Public Schools for projects that will fulfill the purposes of the fund. Katy thought that many of the project proposed for LEAF would also be appropriate for funding by the council. This will help to get the word out about the Council’s funding. Everyone agreed this was something Katy should do.
* The council reviewed proposed LCC logos designed by Katy and selected one to be incorporated into our town website and sent to grant recipients to use in their publicity acknowledging the LCC. Based on the conversation, Katy will make some revisions and send an updated logo to everyone via email to review. Katy will work to share the updated logo by the second week in January.
* Katy shared that members of the Stockbridge Cultural Council reached out to her and would like to get together to discuss possible programs we could do together. Everyone agreed that this would be worthwhile and suggested Katy propose a time in January. Those who are available will attend.
* The Council reviewed the 33 applications received requesting a total of $27,060 in funding. Deliberations took place with the Council voting to provide funding to 25 organizations totaling $9,415 and declining the applications of 8 organizations for not providing as much public benefit to Lenox residents as the other proposals
* Members noted that it was frustrating not having applicants make their request specific to Lenox residents and the impact their programs have. It was suggested that next year we note this as a priority and request that applicants include information re: the number of Lenox residents they anticipate participating.
* The Council assigned one member to be a liaison with each funded organization. This individual will keep in touch with the organization, attend the funded program where possible and keep other Council members apprised of when programs are taking place
* Disapproval letters will be sent out via email by Erin per MCC regulations before December 30th. These organizations have 15 days to request reconsideration of their application
* Approval letters will be sent out via email by Erin after the MCC Annual Report is submitted
* Beth will complete the MCC Annual Report by January 15
* The Council discussed hosting a Grantees Reception and community input meeting tentatively scheduled for May 4 at 5:30pm at the Lenox Library Welles Gallery
* Erin reported two organizations have yet to submit their reimbursement requests for 2019. One had a pending question on their reimbursement as they substituted another program for the one we approved. Members agreed that the substitution was ok and that we would continue to provide the funding but requested that the applicant be advised in the future to request permission to substitute a program before the program takes place. Beth will contact the other organization and remind them to submit their request for reimbursement before the deadline
* Next meeting scheduled for Thursday, March 11 from 5:00 to 6:00pm to plan the Grantees Reception

Submitted by Erin McNamara, Secretary
Lenox Cultural Council