**Meeting Minutes
Lenox Cultural Council**

**September 6, 2018**

Present: Arlene D. Schiff, Derrick Holt, Beth Tracy Gamble, Erin McNamara, Charlie Holt, Katy Landers Holt

1. Members discussed the recruitment of new members. Derrick’s term ends 10/1 and he has reached his term limit. We need at least 5 people to be in compliance with Mass Cultural Council. Anne Meczwyor, Charlie Holt and Katie Landers have submitted applications to the Selectman. Beth will be in touch with Selectman’s office in order to have new members approved in a timely fashion. We need all three approved by our December 3 meeting in order to be able to vote on FY19 allocations.
2. Arlene shared that the FY2019 state allocation to our council is $4,500. The members discussed a recent email from Mass Cultural Council noting that annual cultural assessments need to be undertaken. However, the requirements were not clearly noted. The members decided to stick with the schedule agreed to last month which includes holding a community impact session in March or April. Additional data will be collected as part of the community’s effort to receive cultural district designation.
3. The members reviewed a draft press release announcing the upcoming cycle. Arlene will edit as noted and submit for publication in the Berkshire Eagle, Berkshire Record, Berkshire Edge, Rural Intelligence and the town website.
4. The members reviewed a draft of the application evaluation worksheet to be used in evaluating 2019 submissions. Arlene will edit the spreadsheet as noted and forward to Derrick who will create large spreadsheets for use during the Dec 3 meeting. Arlene will forward the spreadsheet to all members to fill out as they are reviewing the panel book which will be available as of November 1. Members are asked to get their completed evaluations to Arlene by Friday, November 30. Arlene will compile the data so we can start with a comparison of members evaluation at the December 3 meeting.
5. Beth reviewed FY18 reimbursement requests to date. $2,260 has been paid out in reimbursements. An additional $2,319 has been committed. Reimbursement requests are due by January 15. Committee members were assigned organizations to contact to remind about submitting their reimbursement request and the upcoming grant cycle.
6. The Committee reviewed a request by the Berkshire Historical Society to modify their 2018 program. Arlene will contact them.
7. Arlene mentioned that we need to elect a secretary and asked members to look at the job description on the website and let her know if interested. Derrick noted that we also need a member to be Assistant Treasurer to work with Beth and become familiar with the reporting.
8. Members reviewed the Cultural District Survey questions and were asked to submit their comments to Beth by September 14 so she can compile and submit to the Cultural District Committee.

Submitted by Arlene D. Schiff, Chair
Lenox Cultural Council