**Meeting Minutes
Lenox Cultural Council
March 11, 2020**

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

* The Council welcomed Ken Fowler, our new member
* We discussed responses from applicants to their grant awards. All responses were positive, although we did have one grantee who received less than the requested amount and is looking for ways to obtain additional funds to be able to hold their event
* We also discussed if we want to make changes to our grant requirements. Currently, events can take place up to six months prior to the grant funding being awarded as well as the full calendar year for that grant cycle. We decided to leave the requirement as is; the only potential downside is an organization holds an event without being aware of the publicity requirement to give credit to the MCC and local council
* Other changes considered and approved for future grant requirements include:
* Specifying any local partners an applicant would partner with
* Specifying the number of Lenox residents that have participated in their event for the past two years
* The council also reviewed our proposed LCC logo designed by Katy and agreed we should specify a minimum height of one inch. Once finalized, we will need to communicate the logo requirements to current grantees. Besides being used by grantees, the logo will also be placed on our town website
* To facilitate communication with current and future grantees, we will establish an email address for the council. Arlene will contact Kerry Sullivan for assistance in creating the email address
* The Council discussed the upcoming Grantees Reception and community input meeting on May 4 at 5:30pm at the Lenox Library Welles Gallery. Items discussed include publicity (poster and inclusion on Art Week calendar), speakers, performers, refreshments and the community input survey. Council members are reaching out to three current grantees to determine their availability to perform at the event. Last year’s survey will be sent to members by Beth to determine if any new questions should be added. The survey will be provided at the event as well as available online through the town’s website
* The council discussed the desire to hold more events in the town of Lenox. Besides seeking out local potential grantees, we discussed participating in the MCC Asset Mapping Session, which will aid in identifying untapped resources for future events. The council has the option to set aside 15% of our state allocation for council run programs. Arlene will contact Lisa Simmons, our MCC Liaison, about conducting a session for us this fall
* Erin will follow up with Veronica Ramirez Martell at the MCC to obtain the slide deck used at the February 27, 2020 webinar on Staying Active Outside the Grant Cycle. Many innovative ideas were presented during the webinar by two local councils, Mansfield and Medford
* The next meeting is scheduled for Monday, April 13 at 5:00. It will be held via teleconference

Submitted by Erin McNamara, Secretary
Lenox Cultural Council