

Michael D.  
Andelman  
Susan Pettee  
Lauren Clark  
Catherine Hancock  
Ellen Shanahan  
Rose Tannenbaum



TOWN OF GREAT BARRINGTON  
MASSACHUSETTS

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CULTURAL COUNCIL

**MINUTES**

Wednesday, October 3rd

6:00pm

Mason Library

2311 Main Street

Great Barrington, MA 01230

- 6:05pm: Call to Order
  - Present:  
Council Members: Susan Pettee, Catherine Hancock, Ellen Shanahan, Rose Tannenbaum, Lauren Clark  
Citizens: Kate Burke, Ed Abrahams, Tate Coleman, Patrick Barrett, Amy Taylor (6:15)
- Susan motioned for the minutes from 8/18 GBCC meeting to be approved. Catherine Seconded. All in favor. Minutes approved.
- Susan walked through the process of becoming a member with the prospective members- first the prospective member must write a letter of intent to the town then appear at the Selectboard meeting when the appointment appears on their agenda. Tate has already written a letter and is on the Selectboard agenda for the 10/9 meeting. Amy and Patrick will write their letters.
- Discussion of upcoming grant cycle and paperwork involved:
  - Catherine and Susan will print out grants for the next meeting.
  - If approved to the council, Tate will manage the excel document of all of the grant applications.
  - Grant applications will be reviewed at our next meeting (10/24) and the following meeting. Rose will not be present on 10/24 and will review the grants remotely.
- End of year documents/ Annual Report
  - Ed emailed Susan last year's Annual Report, which is essentially a paragraph describing what the Council did, who we funded, etc.
  - Susan will write the Annual Report and send it to the town.
- Cultural Council Handbook
  - Susan will start to draft a Cultural Council handbook with relevant information for members, prospective members, and nonmembers. This will include instructions for joining the council, responsibilities of members, the procedure of posting agendas etc.

- Discussion about where this document should live: It should be available on the town website, but it could also live in a Google drive that members have access to and would allow all members to make additions to the handbook. Lauren, Rose and Catherine and Susan discussed the pros and cons of a Google Drive, determining that we will start with a draft that will circulate via email and then possibly move into a google drive.
- Lauren Clark brought up that former member, Sherry Steiner, who served on the council for many years, is around and would be willing to help with policies and procedures.
- Citizens Speak
  - Kate from the Selectboard let the council know that she will be attending our meetings more regularly and if we need any help with anything she is happy to help
  - Patrick stated that he is interested in joining the council and has worked in designing spaces for performing arts.
  - Tate let the council know that he is a Simon's Rock student and has been involved in implementing new bus signage in town.
  - Amy introduced herself- she is a psychologist and has an interest in becoming more involved in the town and active in the community.
- Discussion of prospective members
  - The council is in agreement that we would welcome all three of these prospective members. Susan moved, Lauren seconded. All in favor.
  - Susan suggested that we write a letter to the town recommending these members.
  - Lauren volunteered to write the letter
- Next meeting will be held Wednesday, October 24<sup>th</sup> at 6pm at the Mason Library
- Susan moved for the meeting to be adjourned. Rose seconded. All in favor.

Signature: Catherine Hancock 10/9/2018