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
  o Present:
    Council Members: Susan Petee, 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:
  o Catherine and Susan will print out grants for the next meeting.
  o If approved to the council, Tate will manage the excel document of all of the grant applications.
  o 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
  o Ed emailed Susan last year’s Annual Report, which is essentially a paragraph describing what the Council did, who we funded, etc.
  o Susan will write the Annual Report and send it to the town.

• Cultural Council Handbook
  o 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 24th 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