

Gloucester Cultural Council Minutes
February 6, 2019 4:00 pm to 6:00 pm
3rd Floor Conference Room Gloucester City Hall

CITY CLERK
GLOUCESTER, MA
2019 DEC 26 PM 4: 22

In attendance: Jane Keddy, Rose Sheehan, Amanda Nash, Karl Pulkkinen and one potential GCC member, Judith McCullough

- Jane Keddy reviewed the agenda for the meeting.
- The Minutes from the December 10, 2018 GCC meeting were reviewed. A motion to accept the Minutes as read was given by Jane Keddy. The motion to accept the Minutes was unanimously approved.
- Karl Pulkkinen offered to serve as Minute taker for today's meeting.
- Status of grants: There has been email and telephone conversation with Doreen Wade, President of Salem United, whose grant application, #28512, Black Picnic Day, was denied. Ms. Wade wanted to understand why their grant application was denied. She wanted to have a better understanding of the Gloucester Cultural Council's reasoning for denying the application so that in future, should they reapply, they could better meet the requirements. She felt that there was some inconsistency in her communication with two Council members.

The Council asked Rose Sheehan to communicate once more with Ms. Wade to clarify that with a large number of applications this year, the Council had to prioritize which applications were more closely aligned with our community priorities. We will notify Ms. Wade as to our next Cultural Council meeting should she wish to gain a better understanding of our process.

Amanda Nash has received a number of thank you responses to our granting funds to applicants this year.

Jay Mankita has asked for reimbursement of funds expended for his approved grant of \$300 for # 27302: Chain Reactions and Creative Contraptions. We will ask him for an invoice showing the expenditure of \$300 for this presentation before disbursing the funds.

- Rose Sheehan reviewed the timeline of Cultural Council activities for the year in light of the fact that two current members: herself and Karl Pulkkinen, will be completing their 6-year membership cycle as of this meeting.
 - September 2019 by 9/1/2019 Post Local Cultural Council Priorities for the upcoming grant cycle. Ask for community input to discover any unmet priorities to better serve the community. Continue to process reimbursement requests from the last cycle. Submit Annual Report online
 - October 15, 2019 online application period closes. Review Panel Book online.

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- November 2019 Preview/review applications and determine if any follow-up is needed with specific questions regarding any of the grants.
- December 2019 Hold a voting meeting to determine grants that are to be denied with reasons for denial grants to be and approved with amounts to be disbursed.
- January 2020 Send denial letters and await any requests for reconsideration are due by deadline of January 15, 2020
- Spring 2020 Process reimbursements; publish LCC awards in local paper, listing projects approved; possibly hold a community reception honoring recipients

• **Cultural Council activities for Spring 2019:** Increase membership on the Council replacing two departing members and finding more if possible. There must be a minimum of 5 members for a quorum. Determine ways to be more visible in the community. Do community outreach to determine priorities and needs. Amanda Nash offered to set up a Facebook presence for the Cultural Council.

• Rose reviewed the roles and duties of LCC officers including Chair, Secretary and Treasurer. The Council may also determine to delegate certain duties to specific Council members. At today's meeting Amanda Nash offered to serve as interim Chair, securing meeting site, posting meeting agendas and location, and chairing the meetings. Jane Keddy offered to take on the Treasurer functions of checking the PO Box for reimbursement requests, submitting the Annual Report and LCC account information and checking with the City Auditor. Connie Zaitchick will be asked to serve as Secretary to draft letters to recipients as well as denial letters, take LCC Minutes and submit approved Minutes to the City.

• The Council thanked Rose Sheehan and Karl Pulkkinen for their years of service on the Council.

• Next Meeting; March 27, 2019 from 4 to 6pm in the 3rd Floor Conference Room at Gloucester City Hall

The meeting adjourned at 6:00 pm.

Karl Pulkkinen,
for the Gloucester Cultural Council