

CITY CLERK
GLOUCESTER, MA
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Gloucester Cultural Council Minutes
Wednesday October 3, 2018 3:30 to 5:00pm
Sawyer Free Library, Byers/Davidson Room

Members Present: Rose Sheehan, Jane Keddy, Connie Zaitchik and Karl Pulkkinen

1. The committee reviewed the agenda prior to discussion of next steps.
2. We welcomed Amanda Nash who sat in on the meeting to help determine if she wished to join the Cultural Council.
3. Karl Pulkkinen offered to be the minute taker for this meeting.
4. Since we did not have a copy of the December 14, 2017 minutes, we all agreed to search our correspondence and emails to see if we could locate a copy. We tabled accepting the December 14, 2017 minutes until a copy can be located. There was no vote to approve the December 14, 2017 minutes.
5. The Annual Report is completed in stages. There are specific deadlines for each stage. Also, the Annual Report is online and can be viewed by any member at any time. The Annual Report is currently up to date, but not yet complete for the year.
6. Action-items:
 - a) We reviewed the timeline for this year's grant cycle using the Mass Cultural Council's monthly timeline.
 - b) At the end of June 2018 we had \$8198.35 in the GCC account. This does not include encumbered funds that have not been allocated to date. City Hall processes reimbursement requests. Reimbursement requests have to be completed from the January 2018 date of the approval letters.
 - c) Letters to the Gloucester Daily Times and Beacon newspapers were sent announcing the October 15, 2018 deadline for filing applications for this year's grants.
 - d) Rose will work with Jane and Connie to share with them the treasurer's administrative responsibilities since this is Rose's last year as a member of the committee.
 - e) Minutes of this meeting of the Council will be sent to members prior to the next meeting of the committee. These minutes will then be reviewed and approved at the next meeting of the committee. The agenda for the next Cultural Council committee meeting has to be electronically submitted to the city for publication on the city website at least 50 hours before the next meeting of the committee. Weekends and holidays do not count.

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- f) This committee can review the Mass Cultural Council's Toolkit for meeting the timelines for applications, processing and determining awards, sending denial letters and sending acceptance letters.
- g) Next meeting: November 29, 2018 at 3:00pm at the Sawyer Free Library, Byers/Davidson Room. The purpose of the meeting will be to do a preliminary review of all applications. Committee members are encouraged to review the applications to the Gloucester Cultural Council in the online Panel Book at the Mass Cultural Council's website.

On December 13, 2018 at 3:00pm, the Gloucester Cultural Council will meet at the Sawyer Free Library Byers/Davidson Room to formally vote on the applications to the Council.

Rose will finalize the Annual Report by October 15, 2018. Cultural Council Members may view the Annual Report online. We will attempt to locate the Minutes from the December 14, 2017 meeting of the Cultural Council and if found, take to the City Hall for filing.

The Cultural Council welcomed two members of the public, Val Nelson and Rob Ranta who asked questions about a grant application they were intending to file. They offered to speak with their group about our need for new members to serve on the Gloucester Cultural Council.

Prior to leaving the meeting, Amanda Nash offered to go through the process of becoming a member of the Gloucester Cultural Council. She was referred to review the Mass Cultural Council website to learn about the steps she needs to take to serve.

The meeting adjourned at 5:15pm.

Minutes Submitted by: Karl Pulkkinen