

**DOVER CULTURAL COUNCIL
MINUTES FROM NOVEMBER 4, 2010**

In Attendance:

Beth Benjamin, (Chair), Sue Sheridan, Wendy Bornstein, Beth DeBor,
Jane Johnstone, Erin Gorden, Rose Mahoney

Meeting called to order at 7:30PM

New Members Jane Johnstone, Erin Gorden and Rose Mahoney were introduced.

Business Discussed

- Operational Matters: B. Benjamin presented an overview of grant monies, grant policies and procedures from the Massachusetts Cultural Council guidelines and the Dover Cultural Council guidelines. B. Benjamin handed out the guidelines from the MCC,
- B. Benjamin also presented an overview of the Treasurer, Secretary and Publicity person's responsibilities.
- B. Benjamin nominated Rose Mahoney for Treasurer, W. Bornstein seconded. All in favor. The position of Secretary and Publicity will be voted on next meeting. S. Sheridan, past secretary, took minutes for this meeting.
- B. Benjamin discussed the Open Meeting Law, passed out Open Meeting Law guidelines and all members signed they had received.
- Discussed the Massachusetts Cultural Council Training for new members. New members must take the training online so that the DCC can become a "Streamlined Council".
- B. Benjamin presented an overview of the State Ethics Guidelines.
- B. Benjamin handed out the grant applications. There were 14 this FY.
- Local guidelines for grant application were discussed. The following guidelines were voted on by the council in December of 2009. They are as follows:
 - All applications must have one (1) signed copy and seven (7) copies.
 - All applicants must have a local sponsor.
 - The event must take place on or after January 1st of the following year.
- The Council discussed each grant to decide if it met all state and local guidelines.
- Eight applications did not meet the guidelines. Six did meet the guidelines. Several grants need further clarification. S. Sheridan will seek further clarification on two applications.
- At 9:25PM motion to adjourn was made by B. Benjamin and seconded by B. DeBor. All in favor. Next Meeting Tuesday, November 16th at 7:30PM

Respectfully Submitted,
Sue Sheridan/Secretary