

Dover Cultural Council
May 29, 2018
Minutes

Meeting called to order at 7:00 pm. Present were 4 members Linda Holiner, Sarah Kahoun, Lynn Collins and Wendy Bornstein.

The purpose of the meeting was to plan for our next Grant Cycle. Linda reviewed the timeline of the process and informed the group that she will step down as Chair for the next year.

The procedures detailed include:

- publicizing application process
- processing and reviewing grants received by deadline
- coordinating grants with Sherborn where applicable for regional schools
- finalizing decision on grants and sending acceptance letters.

In addition, to MCC guidelines there are steps required by the Town of Dover each year. First the Treasurer needs to meet with the Town Finance Manager to determine the available cash balance in the DCC account after prior year grants have been paid. This balance will be added to the amount granted to by the MCC for the next year.

In the late fall the Council must complete an Annual Report for the Dover Town Report detailing the grants for the prior year.

Lastly we discussed outreach programs including participating and having a table at Dover Days, preparing a press release for local papers to announce the grant application process at the end of the summer and conducting a survey to gauge community program interest. It was agreed that Dover Days would be a good idea to have some outreach and survey input.

Next the group discussed the roles of members for next year.

Advisor-Linda will step down as Chair and continue as advisor for next year.

Chair- Lynn has agreed to be the Chair. It was suggested that Melissa Frank may want to help her as she has expressed interest last winter.

Secretary-Wendy agreed to help if needed.

Treasurer- Kristin Brophy will step down and Shobha Frey has agreed to take this role

Publicity is the first step in the next cycle. Sarah will prepare a press release for last August, early Sept. Linda will reserve space to hang a banner announcing the application process at the Town Hall. Wendy will reserve a table for Dover Days.

Wendy will send an email to all members to set a date for our first fall meeting sometime mid-Sept.

Meeting was adjourned at 7:45.