

Dover Cultural Council  
November 5, 2018  
Minutes

A meeting of the Dover Cultural Council was held on Monday, Nov 5, 2018. The meeting was called to order at 7:00 pm.

Members of the Council were present as follows:  
Lynn Collins, Linda Holiner, Kristin Brophy, Sarah Kahoun, Shobha Frey, Melissa Frank and Wendy Bornstein.

### **Approval of Minutes**

Lynn asked if there were any comments regarding the minutes of the meeting of the Council held on August 28, 2018. There being none, on motion duly made and seconded, the members of the Council:

VOTED: To approve the minutes of the meeting of the Dover Cultural Council held on August 28, 2018.

### **Dover Days**

#### **-Table**

Melissa suggested that we have a stronger presence at future Dover Days. She agreed to champion this project to have PR for each event we grant with

photos and a design a banner/display that we can use. It was suggested that each member may help contribute a minimal dollar amount if needed to help fund this display (suggested amount \$5-\$10 pp and can be determined in the future if needed).

### **-Community Input Survey**

Kristin agreed to tabulate the results of this year's community input survey and distribute later this week to each member. Melissa suggested creating a Survey Monkey for future input that we may be able to post online, on the website and on social media.

**-Logo-**Melissa and Linda are working on this.

### **Role of Current Council Members and Need for New Members**

Melissa mentioned that she missed our last meeting when we delegated roles for this year. She offered to assume the Social Media/Marketing Role.

Lynn mentioned that 4 current members will be cycling off the council in 2019 and we need to recruit new members for the following year. We briefly discussed ideas on how to attract new members including reaching out to grant recipients and publicizing through social media. We will need a new president and treasurer at a minimum.

Shobha pointed out the amount of work involved with the Treasurers role and suggested we may want to split it up by function/grant recipient to ease the paperwork. It was agreed by all that it may be best to divide up the responsibilities.

## **Administrative**

Lynn set up a Google account for the Council that includes a Council email address, calendar, and drive folder. The Google Drive contains folders for Council documents, forms, and templates.

Lynn also discussed revisions and updates that she made to many of the Council's documents to more closely reflect our Council Priorities and to clarify the Council's expectations regarding reimbursement requirements.

## **Grants**

The Council reviewed the grant applications and noted eligibility issues and items to follow up on before our next meeting on Nov. 13.

It was noted that the Dover Library submitted 5 applications and Melissa will ask them to prioritize these before our review.

Kristin will follow up with Andrew Caldicott to obtain more specific details on the DSHS's grant request for a professional improv group.

We will review and vote on the grant applications at our next meeting.

### **Next Meetings**

Nov. 13

Dec. 4

Dec. 11

Meeting was adjourned at 8:15.

Respectfully submitted by Wendy Bornstein