

Amherst Cultural Council  
Minutes  
June 15, 2017  
Amherst Room, Jones Library

Agenda:

- Approval of the minutes of the meeting of February 13, 2017
- Discussion of new members
- Introduction of new officers
- Discussion of their roles
- Next meetings

**Call to order:**

Ellen Kosmer called the meeting to order at 3:10 p.m. Present were Ellen Kosmer, Honoré David, co-chairs, Andrea Battle, treasurer, Gigi Barnhill, secretary, Jennifer Lind, Sondra Radosh, Martha Toro, and Mia Cabana, library liaison. Lynda Faye was not able to attend.

**Minutes**

The minutes of the meeting of February 13, 2017, were approved. Mia Cabana will post them to the Town's website.

**Discussion of new members**

Alice Briggs came to the February meeting to learn about the activities of the Council. The select board appointed her to the Council on April 12. Jenny and Gigi will interview another interested candidate, Gina Chaplain, on June 16. [This interview went well and she will fill out an application for membership on the ACC.] There is a limit of nine voting members; Jenny is going to contact another person, which would bring the Council up to the limit of nine voting members.

Potential members have a meeting with the Town Manager and a member of the Select Board (Jim Wald). It is important for new members to be sworn in by the Town Clerk's office and to receive and read the *Appointed Committee Handbook*, the *Policy Against Sexual Harassment and Unlawful Harassment*, and *Open Meeting Law Guide*. In addition, the Massachusetts Cultural Council requires new members of the local cultural councils to take an online test.

## **Officers for 2017-2018**

Jenny Lind and Gigi Barnhill will serve as co-chairs; Andrea Battle, treasurer, Martha Toro, secretary. Mia Cabana will go on parental leave from the Library from September 5 through November 13, 2017, and will find a colleague to fill in for her. The address for the Council can be changed to either Gigi's or Jenny's in September.

There was a general discussion of officers' roles. Ellen and Honoré discussed how they split up the position. Ellen posted meeting notices (at least 2 business days before each stated meeting) on the Events page, prepared, and distributed the agenda. Honoré sent out the letters to applicants and will distribute those electronically to the incoming co-chairs. Gigi will contact the BID to be sure that she and Jenny are notified of Cultural District meetings. The Secretary is responsible for taking the minutes and distributing draft minutes to the Council well before meetings. Once the minutes are amended and approved, the library liaison will post them to the town's website. The liaison has also been working with the Town Clerk's office to determine how much paperwork must be retained and for how long. The MCC requires retaining records of applicants and the treasurer's reports for six years. She also can keep the Council's membership list up-to-date.

## **Next Meeting**

The next meeting will be on Thursday, July 20, at the Jones Library. We will also meet on Tuesday, August 15. The focus of these meetings will be discussion and approval of local guidelines. The public information meeting will be held on September 19. Gigi will send a notice to the Amherst Bulletin to encourage the public to attend. Since these meetings should not take a great deal of time, they are scheduled for 4 to 5:30 p.m. We can also discuss the possibility of an activity sponsored by the local Council.

## **Adjournment**

After thanks to Ellen and Honoré for their leadership and good wishes to Mia, the meeting adjourned at 4 p.m.

Respectfully submitted,

Georgia Barnhill, Secretary