**Salem Cultural Council Meeting**

**DRAFT MEETING MINUTES**

Meeting Date: Tuesday, January 28, 2020

Meeting Time: 7:00-8:30pm

Meeting Location: City Hall Annex, Large Conference Room

**Council members in attendance:** Liz Polay-Wettengel (chair), Courtney Porcella, Jess Conger Henry, John Dobroski, Matt Cornell, Kelly Noonan, Kristen Linnenbank

*Note: Due to a technical issue, the 1/28/20 meeting agenda was not posted 48 hours prior to meeting date. Therefore, no votes were held during this session.*

1. Approval of 11/26 meeting minutes (tabled)
2. FY20 Grant Cycle
   1. Promoting grant recipients
      1. Council members will promote programs according to the dates listed on grant applications.
   2. Contract and final report tracker
      1. Jess will continue to be responsible as Treasurer for maintaining a record of received and processed contracts, W-9s and final reports.
      2. John to send a reminder to grant recipients who have not completed paperwork to release their funding with a note that the SCC is no longer accepting paperwork via our PO box.
3. Future structure of the council
   1. Member terms up in June 2020
      1. Liz, John, Courtney, Kristen and Matt have member terms ending June 2020. Liz, Courtney and Matt have decided not to seek second terms as council members.
      2. Kristen and John have yet to finalize their decisions regarding whether to ‘renew’ their roles on the council.
   2. PAC’s role
      1. Given that the FY21 grant cycle will be a time of change for the council, members options for best structuring the council moving forward given the following factors:
         1. Difficulty in attracting members who are able to attend monthly meetings and also contribute to the ongoing operations of the council
         2. The seasonality of the time-intensive aspects of the grant cycle overlapping with Halloween / Haunted Happenings
      2. Discussion with Julie Barry regarding options for structuring the council. Council will consider:
         1. Limiting the number of council meetings to August-January
         2. Adding chairs or specific roles to cover responsibilities including social media, grantee communication, etc.
         3. A structure that more deeply tied to PAC
         4. The role that the Public Arts Planner can plan in handling the administrative aspects of the Council
      3. Recruitment and returning members
         1. Jess to design a specific application for SCC members. The new application will be reviewed at the next Council meeting.
         2. The Council will target having 7-9 members.
4. February meeting date (consider rescheduling because of school vacation)
   1. February meeting date of 2/25 is confirmed as scheduled.
5. Any other business
   1. N/A

Know your rights under the Open Meeting Law M.G.L. c. 30A §§18-25 &

City Ordinance Sections 2-2028 through 2-2033.