

MEETING OF SHEFFIELD CULTURAL COUNCIL

Tuesday, July 11, 2023 at 10:30am

Meeting in Town Hall, Second Floor Meeting Room

Present: Joe Kolodziej, Megan Lawrence, Dorothy Maffei, Frances Roth, Bonnie Silvers, Jessica Treat, Christine Valentini, Hester Velmans

Absent: Todd MacKenzie, Phyllis Webb

- The Council convened at 10:35 am. The minutes of the 6/14/23 meeting were approved.
- Gillian Hettinger's resignation was accepted.
- New members were welcomed to the Council; all members reintroduced themselves.
- The slate of officers was approved: Hester Velmans and Megan Lawrence as co-chairs; Dorothy Maffei as Treasurer; Jessica Treat as Secretary.
- The topic of ARPA funds was raised and a discussion ensued. The town has announced its acceptance of applications. A possible showcase event was discussed for both community outreach and recognition.
- The deadline for submission to *The Sheffield Times* and to *The Edge* was announced, and it was agreed a description/explanation of The Sheffield Cultural Council, with announcement of the application deadline, would be submitted.
- A brochure, its cost and design, was discussed. Frances volunteered to design a handout for the Sheffield Fair. Frances will also develop a questionnaire to be handed out and responded to at Sheffield Fair.
- The timeline for the Grant Cycle was reviewed. In late August/beg. September the letter of appeal will go out for fundraising.
- Grants open in September:
 - ~A Press Release will be submitted to *Berkshire Edge* and *The Sheffield Times*
 - ~In December meeting, we must decide on grants.
 - ~In January, recipients are notified; then follow 14 days for rejection or acceptance.
 - ~Then letter goes out with grant agreement and the W9 form. Forms are signed by us.
- Our official email is: SheffieldCulturalCouncil@gmail.com This is to be used for all business.
- The next meeting is set for Monday, October 16 at 11am
- The meeting adjourned at 11:50 am.

Respectfully submitted,
Jessica Treat. Secretary