

Sheffield Cultural Council Meeting  
Tuesday, October 30, 2018  
Sheffield Town Hall

AMENDED 11/30/18

All Present: Marcia Brolli, Gillian Hettinger, Mary Ellen O'Brien, Paul O'Brien, Amy Rudnick, Hilary Russell, Abby Webster

Absent: Hester Velmans

- The Council approved October 9 minutes.
- The town has not completed the Section 2 report on the cultural Council's financial activities in 2018. The report is due November 1<sup>st</sup>, but Paul has secured an extension from the Boston office until November 15.
- The council has raised \$5,425 in donations. Also more funds will come from unused 2018 grant money.
- Marsha will pass on to Amy the names of individuals or organizations that have not requested their grants. Amy will then send out reminders.
- We plan to mail another fundraising letter in 2019 and to refine the wording in the solicitations so as to include not only funds to be awarded but also expenses such as mailing solicitations and other, fund raising activities.
- Gillian mentioned that after a couple of well-attended fund raising events for the *Sheffield Times*, the newspaper has been financially healthy. The sense of the council was that we would like to host such events sometime in the future.
- In 2018, although we advertised in the *Record*, the *Berkshire Edge* and the *Sheffield Times*, some of us thought we can do a better job of getting the word out that we are looking for applicants.
- The group decided to use all of our funds – state, private, and unused grants – to support the 2019 awards.
- Amy distributed worksheets, which she developed, and the 278 page panel books, including a table of contents, which she also created.
- We voted unanimously to put aside 5% of the state funds (the maximum allowed, for expenses.
- Amy will send us the Cultural Council mission statement to help us evaluate the applications collected in the panel book.
- Council members will read and evaluate the applications in preparation for our...
- ... next meeting, which will be at 4:00 in early December at a date to be decided.

Respectfully Submitted,  
Hilary Russell