

Swampscott **Cultural Council**  
**12/9/15**  
**Minutes**

**In attendance:**

Sara Ewing, Secretary (acting as chair in absence of Rick Jakious, who was not able to attend)

Philip Alexander Bereaud

Catherine Estevarena

Beth Belliro

Shayne Spaulding (acting as secretary because Sara was chairing meeting)

Patty Colone (guest, outgoing member)

**1. Call to order**

Sara Ewing welcomed the council and provided an outline of the agenda for the meeting.

**2. Electing new treasurer**

Sara said that Patty was the outgoing treasurer. She was joining the meeting to provide information to the group is what is involved in being treasurer. She explained that the council needs to vote on a new treasurer this evening.

Patty described role of treasurer and what is required. She showed the council binders that she uses to track awards, requests for reimbursement, related documentation and disbursal of funds. One challenge can be getting W-9 forms from applicants. Also, requests sometimes come after the end of the fiscal year and Patty described how she manages this process, working with the town accountant. All of the instructions and binders will be available for the new treasurer to use. Patty also volunteered to help whomever is elected with the transition.

Sara volunteered to be treasurer. Her appointment was unanimously approved.

Phil offered to take the job of treasurer. His appointment was unanimously approved.

**3. Review of grant applications**

The discussion began with a review of the state and local guidelines, for the benefit of new members. The group began to discuss the applications for cultural council funding. Applications were scored by each member. The meeting had to adjourn at 9PM and the Council decided to resume the meeting on 12/13/15.