

University of Berne
Department of English

Minutes of the Arts Council Committee
October 18, 1999, 15.00

Chair: Giovanni Carmosino
Present: Giovanni Carmosino, Anuschka Curau, Simon Hicks, Simone Ingold, Matt Kimmich, Thomas Senn, Werner Senn, Tobias Stöckli.
Excused: Sripriya Sitaraman

Agenda

1. Minutes
2. Review of application form
3. Review of guidelines
4. Flyer
5. Finances
6. A.O.B.

1. I apologize for not including Tobias Stöckli among the committee members present at the last meeting.

Half a notice board has been made free for the Arts Council by the Students' committee since it is not possible to set up a new one.

2. The application form will be rewritten again by Giovanni. We agreed on making it more user friendly in using nominal forms for all points instead of a mix of nominal forms and questions.

A discussion about whether or not it should be mentioned in the application form that costumes could be made available led to the conclusion that this was to be mentioned during discussion with the contact person(s) of a given project.

3. The Guidelines will be rewritten once more by Simone. The last sentence of the first paragraph is to be left out. The proper term for our institute is "Institut für englische Sprachen und Literaturen". It should accordingly replace the term "Englisch Institut" that has been used so far. Furthermore, the Guidelines but also all other documents to be written in the future should have the same letter-head. A disc with the template will be made available for those in need of it by Matt.

4. The two lines on where to get further information will be changed to "For further information, check the guidelines and project submission form on the noticeboard, or contact:". Tobias will see that the application form and the guidelines can be taken out of one or two folder(s) on the noticeboard.

5. Finances are to be discussed at the next meeting since this meeting was closed earlier than planned and Sripriya had not yet arrived.

6. If any copies are made for the Arts Council they can be made over the secretariat but they will be paid by the Arts Council in the end.

The application form, guidelines and flyers should be ready for Freshers' Day. The Arts Council will also be mentioned in the first week at the beginning of courses. Posters are furthermore to be put up on the first day of a new semester.

Somewhere on the noticeboard a list with the names of committee members will be put up. Thomas Senn's e-mail address is as follows: [REDACTED].

The next meeting will be held on November 12, 1999, 16.00 exact!

November 1, 1999

Anuschka Curau