

University of Berne  
Department of English

**Minutes of the Arts Council Committee  
September 10, 1999, 16.15**

**Chair:** Giovanni Carmosino  
**Present:** Giovanni Carmosino, Anuschka Curau, Simon Hicks, Simone Ingold, Matt Kimmich, Werner Senn, Sripriya Sitaraman  
**Excused:** Thomas Senn (military service)

**Agenda**

1. Minutes
2. Application Form
3. Procedures
4. Public Relations
5. AOB.

1.  
Werner Senn is to be excused for the meeting of June 11th.

2.  
It has been agreed upon the need of a preamble. The preamble is to state two things. Namely that we would like the applicants to give us as many details as possible and that the answers given are not binding. As a consequence the questions can and should be less in number and more general. A second draft of the application form will be written by Giovanni Carmosino according to the points discussed. It will be looked at in the next meeting.

3.  
Minutes of past and agendas for future meetings are to be taken out of the Arts Council folder or personal pigeon-holes. Items to go on the agenda are to be handed in to the chair (or secretary or treasurer) the latest one and a half weeks before the meeting concerned takes place. Mail to the Arts Council should be put in the pigeon-hole "Arts Council" in the office of the Secretary of the English Department. The contents of this pigeon-hole will be checked regularly by chair, secretary and treasurer.

4.  
Among the suggestions for how we could get the Arts Council known were the following: Speech on Fresher's Day, note or flyer in the booklet and in Help, text on the website of the English Department and a notice board in the English Department. Matt will ask Chris Schumacher for his help concerning the website and Carola or the caretaker respectively about a new noticeboard. Matt will also design a flyer to be looked at at the next meeting. Giovanni has volunteered for the job of contact person of the Arts Council for people from outside the committee.

5. A.O.B.

5.1 Guidelines:

It has been agreed upon that the Guidelines should be made more reader-friendly since they are to be given out to applicants. They are furthermore to contain information that clarifies what kind of projects will be favoured by the Arts Council. At the beginning an additional paragraph under a heading like "Was ist das Arts Council?" with a short description of aims will be added. The Guidelines will be rewritten by Simone Ingold according to the points discussed. The new version is to be discussed in the next meeting.

5.2 Next Meeting: The next meeting will be held on October 18, 1999 at 3pm (sharp!) in the English Department.

11 September, 1999

Anuschka Curau