

The English Department
ARTS COUNCIL

**Minutes of the Arts Council Committee
November 12, 1999, 16.00**

Chair: Anuschka Curau

Present: Anuschka Curau, Simon Hicks, Matt Kimmich, Thomas Senn, Werner Senn, Tobias Stöckli

Excused: Giovanni Carmosino, Sripriya Sitaraman, Simone Ingold

Agenda

1. Minutes
2. Finances
3. Project Proposal
4. A.O.B.

1.

The list of the committee members mentioned in the last minutes will be kept by the secretary, and contain names, phone numbers and e-mail addresses of the people concerned.

2.

The files of the Centenary Committee will be kept so that they can be referred to if necessary. We did, however, agree that the treasurer does not have to be concerned with the accounts of the Centenary Committee. We will draw a line and make a new start with the accounts for the Arts Council. Some Stratford payments, however, both incoming and outgoing, were transacted through the Centenary Account by Ruth Bigler. It was decided to record only these amounts, and to carry them forward to the newly founded Arts Council accounts.

3.

We looked at Simon's Project Proposal as an example case. First of all the application form needs to be newly designed so that the space available for answers fits the type of question asked. Consider the following points: For number 1 there should be enough lines to be able to note down: name, address, phone number(s) and e-mail. For number 2 much more space is needed especially since we want a description as detailed as possible. A further detail was that the lines should all be of equal length.

Apart from the design of the application form we also discussed the normal procedure to be followed once a project has been handed in:

1. The application form is looked at and discussed in a committee meeting.
2. The contact person(s) will present the project to the committee.
3. The committee will take a vote on whether or not the project is to be supported.

4. The chair will write a letter informing the contact person(s) of our decision. If a project is to be supported the letter will confirm this and clarify in what way.

The finances can be handled in different ways according to the wishes of the contact persons and/or sum(s) involved.

After points 1 and 2 had been done the committee decided to support the project. Simon wishes to pay the expenses out of his own pocket knowing (from a letter of the kind mentioned above) that the Arts Council is ready to support his project with money up to 300.-. In this case the accounts will be settled once the expenses are known. It is, however, also possible to hand out cash against a receipt.

4.

Thomas asked for the key to the cellar. He will get it from Carola and start with the inventory of the costumes.

The next meeting will be held when required for further project(s) or else towards the end of term (January).

November 14, 1999

Anuschka Curau