

Hubbardston Cultural Council Meeting Minutes

01/11/2018

Meeting started at; 6:30pm
Meeting ended at: 8:45m

Meeting was held in the Hubbardston Senior Center, 7 Main Street, Hubbardston, MA.

Members in attendance: Meghan Brown - Regular
Lori Engle - Regular
Sara Lyon - Alternate
Bill Shea - Regular
Donna Shea - Alternate

Members Not in attendance: Molly McGillicuddy
Bill Rigerio
Caitlin Thieme

Start of Meeting: Bill opened the meeting outlining the activities we needed to accomplish and a method to help us determine how to assign the grant dollars.

Old Business:

2017 Hubbardston Cultural Council Business:

The following 5 correspondences from 2017 are currently being addressed:

4 Reimbursement Request for activities held in 2017.

2 signatures are needed on the Reimbursement Request form and Meghan is continuing to follow up on the procedures to handle these requests.

Post Mark	Event	Requestor	Amount	Notes
11/5/17	Friendly Ass Farm	Allison Smith	\$464.00	Applied in 2018 too
11/7/17	Quabbin Community Band	Steven Aliquo	\$375.00	Applied in 2018 too
12/6/17	Senior Painting-Georgia O'Keefe?	Greg Maichack	\$480.00	Applied in 2018 too
Not Available	Field Day Performers - Animal Adventures	Lyons Club	\$1,030.00	Applied in 2018 too

There is a request for an event approved in FY 2017 to be extended into 2018, as it was not executed in 2017. What are the rules for an approved grant under these circumstances?

Meghan is looking into this further to verify that the 2017 grant can be executed and funded in 2018.

Post Mark	Event	Requestor	Amount	Notes
11/25/17	Edible Wild Plants Walk - High Meadows Farm	John Root	\$450.00	Applied in 2018 too

Questions from the 12/29/2017 meeting:

What reports does the HCC need to file for FY 2018?

An Annual Report is required to be filed by the HCC by January 15th. We will most likely NOT make this deadline. We have a copy of the 2017 Annual Report and Meghan is checking with the preparer of the 2017 report on how to go about filling it out.

Are there any outstanding FY 2017 reports that need to be filed?

Not that we are aware of.

Who should sign off on 2017 "Requests for Reimbursement"?

2 members on the 2018 HCC.

What was the 2017 HCC budget?

The 2017 HCC budget was \$5,384. The state funded amount for 2017 was \$4500. We don't have a clear understanding of the discrepancy. These numbers are taken from the 2017 HCC Annual Report.

What events were approved in the FY 2017?

See the approved minutes from the 12/29/2017 minutes.

When was the last HCC Survey done?

The survey was conducted in 2015. We are still looking for a copy of the results of this survey. It appears that a new survey will be required this year.

New Business:

Review of the 2018 Applications:

The outstanding questions regarding individual grant applications were reported on and the selection process got underway.

On the first go around 9 of the 24 applications were eliminated, leaving the HCC with 15 to review and make a final decision on. In the end, 8 were approved for the total budget of \$4500.

General Discussion / Business:

We are looking into the next steps to move forward now that we have selected the recipients of the HCC grants. Acceptance letters, Denial letters, etc...

There was discussion regarding having a HCC member in attendance at the events that were approved for grants.

There were discussions regarding the publicizing of the approved events. The Applicants are responsible for advertising, but the HCC members would like to aid in the success of the events by coming up with other ways to help. Social media, being prevalent today, was discussed, utilizing the town's Facebook pages, creating a HCC FB page, and placing announcements on the flashing board on RT 68 (Bill is going to check into this).

Sara has offered to monitor the HCC email, and to find out how to get access to it. She is also looking into setting up a HCC Facebook page.

Lori is going to follow up and see if the Pinecrest Lodge could be used to hold HCC meetings as an alternative to the Senior Center when there is a conflict.

Next Meeting:

January 23rd, 2018 at 6:30pm at Morgan Farm Barn, 51 Morgan Road, Hubbardston, MA.

The minutes for the 1/11/2018 HCC meeting were approved by the HCC members at the meeting held on 01/23/2018.

Minutes respectfully submitted by Lori Engle.