

## Hubbardston Cultural Council Meeting Minutes

01/23/2018

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

Meeting was held at the Morgan Farm Barn, 51 Morgan Road, 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 prepared an agenda for the meeting and opened the meeting at 6:45pm. Bill started the meeting by reviewing the minutes from the prior meeting and called for a vote to accept the minutes. The minutes were accepted by the present HCC members.

We continued on and reviewed the status of the outstanding “Old Business/New Business” topics from the previous meeting.

Next we addressed the new agenda topics:

Discussion on the process and time frame for notifying applicants who submitted projects/proposals for FY 2018,

Discussion on the dispersal of funds from FY 2017 budget,

Discussion on the preparation of the Annual Report for the Massachusetts Cultural Council (MCC), and

The upcoming MCC “Institute”, taking place on March 17, 2018 at the DCU Center in Worcester, MA.

### ***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.

**Bill and Meghan signed off on the Reimbursement Requests listed below and Meghan will follow thru to get them in the hands of the town accountant for processing. (Total \$2,349)**

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

**Meghan has found that the Hubbardston Library is the only grantee (for the Beatles Concert and Mysterious MA) that has not requested reimbursement. She is continuing to follow up.**

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 found out that the funds are still available for this event, the group discussed the event and Bill called for a vote. The extension for this grant request was approved.**

**A follow up email/call will be made to John Root to inform him of this decision.**

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? **The Annual Report**

**Meghan is working on the preparation of the Annual Report. There are certain activities that must take place before the report can be finalized. She is working with Lisa Simmons at the MCC. This is a work in progress.**

**On a side note, Lisa has offered to come out and meet with the HCC members.**

**The deadline for completing the report is not as strict as we were once concerned it was (January 15<sup>th</sup>, 2018).**

What was the 2017 HCC budget?

**We are still trying to fully understand the dollars that were allocated, available for use and then ultimately used in 2017 as an aid to help us understand our 2018 budget. Meghan has been diligently working on this and supplying us with new information.**

When was the last HCC Survey done?

**Same Status as the previous meeting, still on-going:**

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.

**General Discussion / Business:**

There was discussion regarding having a HCC member in attendance at the events that were approved for grants. – **We discussed adding a note to the Approval Letter asking the grantees to inform us of the date and place of the event.**

**This is an on-going discussion:**

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).

**Ideas:**                      **Posters in Local Dinners and Shops**  
                                 **Senior Center Newsletter**  
                                 **Flyers or Signage at Town Meetings**  
                                 **Road Sign at Curtis Field**  
                                 **Social Media: FaceBook (Town of Hubbardston, HCC page)**

**Sara is continuing to look into the HCC email and FaceBook page.**

**Lori contacted the Pinecrest Property Owner's Association, thru email, in regards to using their Lodge as a meeting place. She has not heard back from them yet, and plans on attending their monthly meeting on February 6<sup>th</sup> to follow up in person.**

***New Business:***

Discussion on the process and time frame for notifying applicants who submitted projects /proposals for 2018.

Disapproval Letters to be sent to the applicants that we did not approve.

Bill and Donna prepared the Disapproval Letters, and are prepared to email out 16 letters the week of January 25, 2018. We decided to

remove the Treasurer's and Secretary's names from the letter. Bill's name, as chair, will remain on the letter.

Reconsideration Letter and Process:

A "Reconsideration Letter" will be emailed out along with each Disapproval Letter. The applicant returns the Reconsideration letter to the MCC and the MCC will determine if the applicant has grounds for a re-evaluation by the HCC. The MCC will make their decision within 15 days of receiving the request. The MCC will contact the HCC of their decision and the HCC is then required to convene a quorum of members and re-review the request and take a vote on the application. The HCC is then required to notify the applicant of the final decision.

If there is a grant reconsideration request that is approved, we are researching how we are to handle. Re-juggle the budget for the already approved applicants? Are there more funds available?

Approval letters:

Any conditions must be in writing by the HCC and accepted by the Grantee.

The HCC would like to be notified when and where the event will take place. This will also aid in our efforts to publicize the event. We plan on having at least one member present at each event.

Discussion on the dispersal of funds from FY 2017 budget.

Meghan reported that we are waiting on two "Requests for Reimbursement" from FY 2017 (total \$500).

Meghan is working thru the budget for FY 2017 and FY 2018:

FY 2017 – 4 Requests for Reimbursements HCC has received and are in the process of being expensed:		\$2,349.00
Gregory Maichack:	\$480.00	
Quabbin Community Band:	\$375.00	
Hubbardston Lyons Club:	\$1030.00	
Allison Smith/Friendly Ass Farm:	\$464.00	
FY 2017 - Request for Extension that has been approved (John Root):		\$450.00
FY 2017 - 2 Requests for Reimbursements that HCC has NOT yet received (Hubbardston Library):		\$500.00
Outstanding FY 2017 Grant Reimbursements:		\$3299.00

Discussion on the preparation of the FY 2018 Annual Report for the Massachusetts Cultural Council.

This report is a multiple step, complex report and Meghan is working with Lisa Simmons at MCC in filling out the report. We need to finalize the approved grants before we can move forward and the finalized approvals are dependent on the completion of “Reconsideration Process”, which is triggered by sending out the Disapproval Letters.

Laurie Bartkus is the Hubbardston Town Accountant from the office of Eric A. Kinsherf, CPA. She is managing the HCC account. She has supplied Expenditure Reports to Meghan for FY 2017 (7/1/2016 – 6/30/2017) and FY 2018 (7/1/2017 – 6/30/2018).

General Discussion / Business:

Do we need funds to cover expenses for a Reception Party for those who received grants?

We are supposed to keep 6 years of minutes. Lori went looking for the minutes and could only find 3 reports in total from 2013 and 2014. Joyce Green has told us there is a locked cabinet in the Slade Building. Bill is going to look into who has the key.

Discussion on Alternates, Quorums and Voting:

If the members have a quorum, the alternates do not vote.

If there is no quorum, the alternates have a vote.

Bill looked into the 1 year terms and 6 month terms that were assigned for the current HCC members.

Each current member of the HCC will be asked upon their “end date” if they wish to continue on the council in the role they currently hold.

We can approach the Board of Selectman if we want to increase the number of members vs. alternates. The result of doing this will also increase the number of members necessary to achieve a quorum. We decide to leave things as they are.

For the next meeting we will be looking into the Approval Letters in more detail and the next steps in the Grant Cycle.

**Next Meeting:**

February 15<sup>th</sup>, 2018 at 6:30pm at the Hubbardston Senior Center, 7 Main Street, Hubbardston, MA

The minutes for the 1/23/2018 HCC meeting were approved by the HCC members at the meeting held on 02/15/2018.

Minutes respectfully submitted by Lori Engle.