

## Hubbardston Cultural Council Meeting Minutes

02/15/2018

Meeting started at; 6:40pm

Meeting ended at: 8:55pm

Meeting was held at the 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 Rigero  
Caitlin Thieme

Common Reference Abbreviations:

HCC: Hubbardston Cultural Council  
MCC: Massachusetts Cultural Council

**Start of Meeting:** Bill opened the meeting at 6:40. The minutes from the January 23<sup>rd</sup>, 2018 meeting were accepted by the present HCC members.

Meghan arranged a conference call with Lisa Simmons of the MCC to discuss and clarify the Annual Report and the dollars that HCC has available and how they could be used.

After the conference call, we reviewed the status of the outstanding "Old Business / New Business" topics from the previous meetings and the continued onto the Agenda items.

Agenda:

Discussion on any feedback on the Non-Approval and Request for Reconsideration Letters that were sent out on January 25<sup>th</sup>, 2018,

Discussion on the dispersal of funds from FY 2017 budget,

Discussion on action steps needed to send out the Approval Letters, and

Discussion on any other reports that need attention at this time.

## ***Conference Call with Lisa Simmons of the MCC:***

### **Grantee Reception:**

Lisa would like to attend our reception for the Approved Grantees. She suggested this be a town wide event, and that we invite the town legislature, council, residents along with the grant recipients. This should be held in the March/April timeframe. Some of her suggestions included:

- Possibly a 2 hour event (6-8pm)

- Serve Refreshments

- Hand out Awards (Certificates) for the Grantees

- Announce Grantees and their program

- Use the event for advertising for the upcoming HCC events

- Use the event for advertising for the MCC/HCC

- Use this as an opportunity to get responses to our HCC Survey

### **HCC Community Survey:**

- Must be done by September 1<sup>st</sup>, 2018 (to set up our Council Priorities for the FY2019 Grant Applications and Annual Report)

- Use Survey Monkey

- Notifications in the Local Newspaper

- Notification and/or Gather Results at Community Events, Festivals, Fairs or Meetings

- Lisa was going to send us examples of other towns' surveys

- There are examples of Community Surveys in the MCC Tool Kit

- We have our HCC Community Survey from 2015

### **Funding for FY 2018:**

- Between Lisa and Meghan, they came up with additional funds available for FY2018 (leftover from FY2017).

- Additional Available Funds: \$1013.80 and possible options to expense these funds:

#### **Council Programming:**

- A maximum of 15% of the \$4500 Granted to the HCC can be allocated to the HCC developing our own Arts or Cultural program /event - \$675

The HCC did NOT use any funds for Council Programming in 2017 (in 2017 Council Programming was 5%; it was increased to 15% this year to try and encourage more of this type of event.)

#### Administration Expenses:

A maximum of 5% of the \$4500 Granted to the HCC can be allocated to HCC Administration Expenses - \$225

We can use this money for:

Grant Reception (food, utensils, certificates, etc...)

Cost of Ink and Paper

Raising visibility of the HCC

Advertising the MCC/HCC

\*Note: must keep receipts and present them for reimbursement

The Non-Approval Letters were sent out on January 25<sup>th</sup>, 2018 and Lisa told us that the MCC has not received any Requests for Reconsideration, so we are officially done with this step.

All the funding must be allocated and accounted for to complete the FY2018 Annual Report, therefore we needed to resolve the outstanding \$1013.80 ASAP.

The FY2018 Annual Report must be completed before the Approval Letters can be sent to the Grantees.

Donna asked a question on what date should be used on the Approval letters regarding the line "Reimbursement will take approximately... (length of time....)". This would be answered by understanding how long it takes to process a Request for Reimbursement, first thru the HCC and then passed onto the Town Accountant for cutting a check. Meghan will follow up with the Town Accountant.

Hubbardston will receive the \$4500 from the HCC after the Annual Report is completed.

#### Social Media:

Lisa suggested we make sure we don't create a site or page that could become static or stale...instead, possibly tag team on the existing Hubbardston FaceBook Forum, and FB Town Page.

Announce HCC funded Events and Grantee Reception

Announce when accepting FY2019 grant applications

Post pictures from the HCC events

Announce the HCC Community Survey

**Old Business: (Bold Text represents NEW information on Old items)**

**Note: Bold text indicates NEW information on the topic.**

*FY 2017 Hubbardston Cultural Council Old Business:*

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.

**The Hubbardston Library sent in their Request for Reimbursement forms for the above two events. Bill and Meghan signed the forms and Meghan will forward on to the Town Accountant for payment.**

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?

**Bill has contacted John Root and informed him that his Request for Extension from FY 2017 has been approved. John's event will take place on May 11<sup>th</sup> at 5:30pm at Lady Bug Farm. As an aside, John has asked for advice on how to advertise his event.**

*FY 2018 Hubbardston Cultural Council General Business:*

What reports does the HCC need to file for FY 2018? **The Annual Report**

**This is a work in progress and very near completion. Meghan continues to work with Lisa Simmons at the MCC and with the HCC members to get this done (see the notes on the conference call with the MCC in these minutes for more information on this topic).**

When was the last HCC Survey done?

**Joyce Green found a copy of the 2015 HCC Survey (see attachment). She also noted that there were NO responses to the survey. Her suggestion was that we do an online survey (possibly using Survey Monkey) this year, as the mailed survey was not effective.**

HCC Email – Where does it go, how do we want it to work?

**Sara contacting Joyce Green regarding the HCC email address that is listed on the town of Hubbardston website. She is unsure if it is a live address or lined to another address. Bill sent an email to this address, asking for a reply and to date no one has responded. Joyce is going to have IT look into how the email is set up.**

Storage cabinet for HCC information and documents:

**Bill found the HCC storage cabinet (locked) in the Slade Building. It has been unlocked and it will be kept unlocked. We plan to file copies of the FY 2018 Grant Applications, our minutes and any substantiating reports.**

HCC mailbox:

**The HCC has a mailbox in the Slade Building. Bill and Meghan will check it occasionally for any activity.**

HCC Telephone Number:

**More Follow up is needed with the Town Administrator.**

Alternate Meeting Locations:

**Lori attended the February monthly the board meeting of the Pinecrest Property Owner's Association (PPOA). They were not receptive to letting us rent their lodge for free (there is a \$50/day fee for PPOA members, which Lori is). It was suggested to contact the Hubbardston Janice Rotti at the Hubbardston Center School. She no longer reserves the rooms, but suggested contacting Jessica Bennett also at the Center School. Jessica said she would find a meeting place, either at the library or in the school, for free. She just needs a few days notice.**

**Jessica Bennett's contact information is:**

**ph: 978-355-4668 x8500 or**

**email: [jbennett@qrsd.org](mailto:jbennett@qrsd.org)**

*Follow up on items from the January 23rd Meeting:*

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

Non-approval Letters:

**Donna emailed the Non-approval and Request for Reconsideration Letters on January 25<sup>th</sup>, 2018 to the applicants that we did not approve.**

Reconsideration Letter:

**There were no requests for reconsiderations sent to the MCC or HCC.**

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

Funds available for FY2018 Grantees,

Funds available for FY2018 Administration Expenses,

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

**See Above Notes on the Conference Call with Lisa Simmons**

**New Business:**

Listed below is how we decided to re-allocate the outstanding funds:

Re-allocation of funds (\$1013.80):

Administrative Expenses:			\$220.80
Increase Funding to Already Approved Grantees:	Peace Strings Project	\$260.00	
	Youth Enrichment Programs	\$260.00	
	All Things Irish	\$260.00	
	Field Day Dancers	\$13.00	
	Sub-total:		\$793.00
Total Re-allocation of Funds:			\$1013.80

**Agenda Items:**

Discussion on any feedback on the Non-Approval and Request for Reconsideration Letters that were sent out on January 25<sup>th</sup>, 2018:

**Lisa informed u that there were no requests for reconsideration.**

Discussion on the dispersal of funds from FY 2017 budget:

**No new discussion.**

Discussion on action steps needed to send out the Approval Letters:

**The Annual Report must be completed before the Approval Letters can be sent out. Donna raised questions about the appropriate date to use in the body of the Approval Letter. Meghan is following up on the turnaround time of the Hubbardston Town Accountant.**

Discussion on any other reports that need attention at this time:

**Annual Report:**

**Meghan asked Donna to fill out Section 8 of the Annual Report with the amounts being allocated to each Approved Grantee.**

**Can we update the Membership Listing on the Annual Report? There is no distinction between Members and Alternates.**

**Several places in the Annual Report are not accepting the dates we need to enter (saying they are beyond an acceptable ate). Meghan will contact Lisa to figure out how to handle.**

**Additional Notes:**

**We are planning on having at least one of the HCC members attend each Approved Grantee event. Sara has volunteered to attend the "Everything Irish" event on March 10<sup>th</sup> to be held at the American Legion Hall in Barre, MA.**

**Next Meeting:**

March 1st, 2018 at 6:30pm at the Hubbardston Senior Center, 7 Main Street, Hubbardston, MA

**Minutes Approved:**

The minutes for the 2/15/2018 HCC meeting were approved by the HCC members at the meeting held on 03/1/2018.

Minutes respectfully submitted by Lori Engle.

**Attachments:**

Final Approved Grant Application Spreadsheet with the New Funded Amounts

Time Line of HCC Approved Events

FY 2018 Annual Report

2015 HCC Community Survey

## Annual Report

Fiscal Year 2018 ▼

Congratulations! You have successfully submitted your 2018 Annual Report on behalf of the Hubbardston Cultural Council. You may print this page, but this information will also always be available to view online.

You may now send approval letters to successful applicants. You can export applicant contact information under Grant History.

No changes may be made to this report because it has already been submitted to Mass Cultural Council.

Council Name: Hubbardston Cultural Council  
Date annual report completed: 2/22/2018

### LCC Account Form

Submitted on: 1/18/2018  
Municipal fiscal officer: Laurie Barkus  
Council representative: Laurie

Account Balance Beginning of Period (7/1/2016):	\$4,798.51
State Revenue (FY2017 Allocation):	\$4,500.00
Other Revenues:	\$0.00
Total Revenues:	\$4,539.29
Total Expenditures:	\$5,025.00
Account Balance End of Period (6/30/2017):	\$4,312.80
Local Revenue/Interest in Account Balance:	\$71.22

### Amount Available for Granting

Account Balance End of Period (6/30/2017):		\$4,312.80
Total Expenditures from 7/1/2017 to N/A:	—	\$2,349.00
Total Pending Expenditures (Encumbered funds):	—	\$950.00
Additional Local Revenue/Interest 7/1/2017 to: N/A	+	\$0.00
Available Remaining Balance:		\$1,013.80
Locally Raised Funds/Interest:	—	\$0.00
Administrative Funds for 2018:	—	\$220.80
FY2018 Allocation:	+	\$4,500
Amount Available for Granting in FY2018:		\$5,293

Voting Meeting: 12/29/2017

#### Voting Meeting Attendance:

Caitlin Medine	Absent
Donna Shea	Present
Lori Engle	Present
Meghan Brown	Present
Molly McGillicuddy	Absent
Sara Lyon	Present
William Rigero	Absent
William Shea	Present



Voting Meeting: 1/11/2018

Voting Meeting Attendance:

Caitlin Medine	Absent
Donna Shea	Present
Lori Engle	Present
Meghan Brown	Present
Molly McGillicuddy	Absent
Sara Lyon	Present
William Rigerio	Absent
William Shea	Present

Voting Meeting: 1/23/2018

Voting Meeting Attendance:

Caitlin Medine	Absent
Donna Shea	Present
Lori Engle	Present
Meghan Brown	Present
Molly McGillicuddy	Absent
Sara Lyon	Present
William Rigerio	Absent
William Shea	Present

Voting Meeting: 2/15/2018

Voting Meeting Attendance:

Caitlin Medine	Absent
Donna Shea	Present
Lori Engle	Present
Meghan Brown	Present
Molly McGillicuddy	Absent
Sara Lyon	Present
William Rigerio	Absent
William Shea	Present

**Denial Letter Postmark:** 1/25/2018

**Last date of Community Input:** 9/26/2015

**Total granted in FY2018 :** \$5,293

**Approved Grants:** Please visit Grant History to view, export, or print grant information.

## HCC FY2018 Approved Grants Time, Dates and Locations

Project Title	Event Info	Proposed Dates	Location	Audience / Ages of Interest	Cost to Participate	Amount Requested	Funded Amount
Exploring the Arts for Seniors	Art Classes	Oct 2017 - June 2018 - 2nd and 4th Fridays and/or Wednesdays at 10-12	Hubbardston Senior Center	Seniors	\$0, unless not fully funded	\$650	\$650
All Things Irish 2018	Fund raiser Celebrating Irish Culture that supports people with disabilities. Irish music, Step dancing, Pipe an drum band, Irish food, raffles and sales of Irish goods.	March 10, 2018	To be held in Barre American Legion Hall	All ages	\$0, they sell raffle tickets, food, Irish products and have a donation jar	\$300	\$560
Little Mermaid Under the Sea Party	Sing along, an reading and dancing of the Little Mermaid. Photo opportunity too!	April 2018	Hubbardston Public Library	Kids, parents and grandparents	\$0	\$275	\$275
FY 2017 - Edible Wild Life Plants Walk at High Meadow Farm (Extended from FY 2017)	90 minute walk lead by John Root. Illustrated pamphlets with plant descriptions, guidelines for	May 11th, 2018 at 5:30pm	<del>High Meadow Farm</del> LadyBug Farm	Adults	\$0	\$450	\$450
Tom Ricardi Birds of Prey	Birds of Prey Presentation - teach people to appreciate, respect, and conserve our natural resources	Summer 2018	Hubbardston Public Library	All Ages	\$0	\$300	\$300
Field Day Performance - Dance Groups	Place for local dance groups to showcase their talent. Need: dance floor, tent, and chairs)	Field Day - Sept 15, 2018	Curtis Rec Field	All ages	\$0	\$995	\$995
Peace Strings Project	Crocheting for vets, homeless, nursing home residents, premature babies	2018	Hubbardston Senior Center	Seniors	\$0	\$903	\$1,163
Youth Enrichment Program	After school, weekend and summer workshops. Promotes cultural understanding, healthy lifestyle, choices, creative expression and self esteem.	2018	Barre Listening Wellness Center	Ages 3-18	\$10/class	\$600	\$860
Monet's Magic: Pastel Paint Monet's Wondrous Water Lilies	Pastel Painting - Monet's Water Lilies	December 6, 2018 from 6-8pm (2 hr workshop)	Hubbardston Public Library	Adults /Seniors (if room 18+)	\$0	\$490	\$490
<b>FY 2018</b>						<b>\$4,963</b>	<b>\$5,743</b>

# FINAL

## HCC Approved Grant Application

Project Title	Event Info	Appl. ID	Amount Requested	Total Costs	Other Income	Other Income Sources	Plans if not fully funded	Proposed Dates	Location	Audience / Ages of Interest	Cost to Participate	Funded Amount
7 Exploring the Arts for Seniors	Art Classes	11632	\$650	\$650	\$0	None	Charge for materials and class time.	Oct 2017 - June 2018 - 2nd and 4th Fridays and/or Wednesdays at 10-12	Hubbardston Senior Center	Seniors	\$0, unless not fully funded	\$650
8 Peace Strings Project	Crocheting for vets, homeless, nursing home residents, premature babies	11878	\$903	\$2,000	\$1,097	Friendly Ass Farm	Cut back the amount of materials provided	2018	Hubbardston Senior Center	Seniors	\$0	\$1,163
9 Monet's Magic: Pastel Paint Lilies	Pastel Painting - Monet's Water Lilies	12778	\$490	\$490	\$0	None	Must be fully funded, cannot scale back.	December 6, 2018 from 6-8pm (2 hr workshop)	Hubbardston Public Library	Adults / Seniors (if room 18+)	\$0	\$490
14 Youth Enrichment Program	After school, weekend and summer workshops. Promotes cultural understanding, healthy lifestyle, choices, creative expression and self esteem.	15475	\$600	\$30,300	\$29,700	Program fees, other LOCs, donations, Barre Rec Comm, Local business and grants	May have to raise fees, or reduce scholarships.	2018	Barre Listening Wellness Center	Ages 3-18	\$10/class	\$860
17 Performance Venue	Place for local dance groups to showcase their talent. Need: dance floor, tent, and chairs)	17793	\$995	\$995	\$0	None	Lions club could provide the dance floor, without the tent	Field Day - Sept 15, 2018	Curtis Rec Field	All ages	\$0	\$995
18 Tom Ricardi Birds of Prey	Birds of Prey Presentation - teach people to appreciate, respect, and conserve our natural resources	18189	\$300	\$300	\$0	None	The library will be able to match funds if total funds are not available	Summer 2018	Hubbardston Public Library	All Ages	\$0	\$300
20 Little Mermaid Under the Sea Party	Sing along, an reading and dancing of the little Mermaid. Photo opportunity too!	18260	\$275	\$275	\$0	None	The library will be able to match funds if total funds are not available.	February 2018	Hubbardston Public Library	Kids, parents and grandparents	\$0	\$275
21 All Things Irish 2018	Fund raiser Celebrating Irish Culture that supports people with disabilities. Irish music, Step dancing, Pipe an drum band, Irish food, raffles and sales of Irish goods.	18350	\$300	\$2,800	\$0	None	Will need to find more business sponsors	March 10, 2018	To be held in Barre American Legion Hall	All ages	\$0, they sell raffle tickets, food, Irish products and have a donation jar	\$560
FY 2018			\$4,513									\$5,293



# Hubbardston Cultural Council

## Community Input Survey

The **Hubbardston Cultural Council** is collecting opinions to help us set our funding priorities for the 2016 grant cycle and the next few years. *Please take a moment to complete this confidential survey* and mail to Hubbardston Cultural Council, 7 Main St. Unit 3, Hubbardston, MA 01452.

1. What current arts and cultural programs or services are you aware of and feel are important to maintain?
2. What do you consider to be important issues relating to culture in our community? (i.e., neighborhood revitalization, artists' live and work spaces, special population group needs, school system needs, etc.)?
3. What might artists and arts organizations do to make ours a more livable, prosperous community?
4. Were you aware that artists, schools and community groups can apply for grants from the **Hubbardston Cultural Council** grants funds? \_\_\_ Yes \_\_\_ No
5. How do you hear about cultural activities that interest you?  
\_\_\_ Local paper  
\_\_\_ Town website  
\_\_\_ Notices at the library  
\_\_\_ Cable access channel  
\_\_\_ Local arts newsletter  
\_\_\_ Word of mouth  
\_\_\_ Other: \_\_\_\_\_
6. Our funding priorities have been applicants that have secured a local venue, projects that serve youth or the elderly, projects that focus on science and local history., Do you believe we have made this clear in our publicity and our communications to applicants?  
\_\_\_ Yes, quite clear  
\_\_\_ Yes, reasonably clear  
\_\_\_ No, not very clear  
\_\_\_ No, not at all clear



7. What should be the most important priorities that our council should consider for 2013 LCC funding? Please rank at least your top three recommendations, with "1" for most important, "2" for the next, etc.

☐ Professional development of local artists through community projects  
☐ Nature, science, environmental education projects  
☐ Arts education in the schools  
☐ Restoration or preservation projects  
☐ Communitywide gatherings: festivals, concerts, plays  
☐ Field trips for students to museums or performances  
☐ Projects celebrating local history, cultural diversity  
☐ Local cable programming  
☐ Other: \_\_\_\_\_

8. Is there a particular population segment we should aim to reach through public funding of cultural projects?

☐ Teens  
☐ Seniors  
☐ Low-income  
☐ People with disabilities  
☐ Families  
☐ Communities of color  
☐ Immigrant communities  
☐ Single adults  
☐ Other: \_\_\_\_\_

9. If affiliated with a cultural organization, what are the most significant challenges you (your organization) expect to be facing in the next two years?

10. Other comments/suggestions:

**Thank you for participating in this survey!**