

Hubbardston Cultural Council Meeting Minutes

03/1/2018

Meeting started at; 6:45pm
Meeting ended at: 7:50pm

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

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



Members Not in attendance: Molly McGillicuddy
Sara Lyon
Bill Rigero
Caitlin Thieme

Common Reference Abbreviations:

HCC: Hubbardston Cultural Council
MCC: Massachusetts Cultural Council

Start of Meeting: Bill opened the meeting at 6:45 and we proceeded to review "Old Business" and then moved onto the agenda items.

Agenda:

- Review and approve minutes from the meeting of February 15th, 2018,
- Review progress of reports required by the Mass Cultural Council (MCC),
- Discuss status of approval letter sent out for grants,
- Discuss how the HCC can help to promote the 2018 events,
- Discuss the HCCs involvement and participation in the 2018 events that received grants, and
- Discuss the potential of the Grantee reception.

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

FY 2017 Hubbardston Cultural Council Old Business:

2 outstanding 2017 reimbursements from the Hubbardston Public Library have been processed.

FY 2018 Hubbardston Cultural Council General Business:

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

Meghan and Donna completed the Annual Report and it was finalized on February 22, 2018. The Approval Letters were emailed out to the grant recipients on February 22, 2018 along with links to the Accessibility Guide, the Reimbursement Form, and the Credit and Publicity Requirements documents.

Further review of the Grant Cycle will aid us in determining our future goals.

When was the last HCC Community Input Survey done?

Last done in 2015, we will be redoing this year and must have the results before September 1, 2018, to update our town priorities.

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

Bill is going to look into this in more detail. Does the MCC have an email for each town?

HCC Telephone Number:

More Follow up is needed with the Town Clerk.

New Business:

Agenda Items:

Review and approve minutes from the meeting of February 15th, 2018:

Voted on and approved.

Review progress of reports required by the Mass Cultural Council (MCC):

Meghan completed the Annual Report on February 22, 2018. Funds for the Grantees will be in the HCC bank account within a month's time. Meghan will follow up with the town treasurer to see that the dollars have been deposited.

Discuss status of approval letter sent out for grants:

Donna and Bill emailed out the Approval Letters on February 22, 2018. They plan to send out one more blanket email to each grant recipient.

Discuss how the HCC can help to promote the 2018 events:

Lori will prepare a Press Release announcing the Grant Recipients and send it to the Gardner News, the Barre Gazette, and local legislators.

Meghan suggested placing announcements at Mount Wachusett Community College.

Social Media, mainly Facebook. Lori and Meghan are going to post announcements for the **Everything Irish** event on several Hubbardston FB pages/groups.

We are looking into the benefits of setting up a HCC FB page/group.

Placing flyers in local establishments was also suggested.

Discuss the HCCs involvement and participation in the 2018 events that received grants:

Sara will be attending the Everything Irish event on March 10th, 2018.

We plan to review each event as the dates get closer.

Discuss the potential of the Grantee reception:

It was decided that we will not have a Grantee Reception this year.

We agreed to discuss the following items at the next meeting:

MCC Grant Cycle, and where we are and what we need to be doing next

Review the HCC Community Input Survey used in 2015, and the MCC Sample Survey to develop ours for 2018. The survey needs to be completed by September 1st, 2018 so we can set our policies for FY 2019.

Lori started a HCC Asset and Resource List to aid in quick access to information and for future member transitions. It is a work in progress.

Next Meeting:

April 2nd, 2018 at 6:30pm at the Hubbardston Senior Center, 7 Main Street, Hubbardston, MA

Minutes Approved:

The minutes for the 3/1/2018 HCC meeting were approved by the HCC members at the meeting held on 04/2/2018.

Minutes respectfully submitted by Lori Engle.

Attachments:

HCC 2015 Community Input Survey

MCC Grant Cycle

HCC Asset and Resource List