

# Hubbardston Cultural Council Meeting Minutes

04/2/2018

Meeting started at; 6:40pm  
Meeting ended at: 8:05pm

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

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

Members Not in attendance: Bill Rigerio  
Caitlin Thieme

## Common Reference Abbreviations:

HCC: Hubbardston Cultural Council  
MCC: Massachusetts Cultural Council

**Start of Meeting:** Bill opened the meeting at 6:40 and we proceeded to review "Old Business" and then moved onto the agenda items.

## Agenda:

Review and approval of minutes of meeting from Thursday March 1st, 2108,

Discuss Grant Cycle Guideline for 2018,

Discuss status of HCC Community Input Survey,

Discuss our marketing strategies to promote 2018 grantees events,

This would include the status of the press release and utilizing town Facebook pages,

Review progress on council's resource guide,

Get review from members on the March 10th "All things Irish" event and the March 17th Mass Cultural Council Institute event, and

Discussion and selection of a new council member for vacancy caused by resignation

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

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

**Joyce Green, the Town Clerk, is looking into this in more detail. Does the MCC have an email for each town? To be continued.**

HCC Telephone Number:

**Joyce Green, the Town Clerk, is looking into this.**

**HCC Phone number: 978-928-1400 x237, To be continued.**

Discuss status of approval letter sent out for grants:

**Bill and Donna composed a follow up email to be sent to each grant recipient.**

## **New Business:**

### ***Agenda Items:***

Review and approval of minutes of meeting from Thursday March 1st, 2108:

**The minutes from the March 1<sup>st</sup> meeting were voted on and approved.**

Discuss Grant Cycle Guideline for 2018:

**We are on target for developing a Community Input Survey for FY 2019. We will use the input to develop our Community Priorities which must be completed by September 1<sup>st</sup>, 2018.**

Discuss status of HCC Community Input Survey:

**We reviewed the 2015 Community Input Survey and decided to take a different approach.**

**Sara is going to work on developing our FY2019 Survey.**

**The HCC is looking into having a table at the Hubbardston Fair on June 23<sup>rd</sup>. We plan to use this opportunity to survey the community on what they would like to see the HCC supporting in the future.**

### **Logistics:**

**Bill will be contacting the Fair coordinator to see if we can reserve a space.**

**Bill will supply the table, table covering, chair and an easel.**

**Sara offered to work on signage design.**

**The HCC members will work to collect donations to raffle off as an incentive for people to participate in the survey.**

**We will also ask the grant recipients if they would be willing to give us something to represent their event/ program at the Fair.**

**The HCC team will design a flyer to hand out promoting the grant recipients and their events.**

Discuss our marketing strategies to promote 2018 grantees events, this would include the status of the press release and utilizing town Facebook pages:

**Lori prepared a Press Release announcing the grant recipients and sent it to the Gardner News, the Barre Gazette, and local legislators. Donna brought a photocopy of the Gardner News where the Press Release was printed on 3/19/2018. We did receive positive responses from Jim McGovern's office and Anne Gobi. The Press Release was also posted on the Town of Hubbardston FB page.**

## **Social Media:**

**We plan to use FB to post upcoming HCC grant recipients events.**

**We posted an announcement for All Things Irish on several Hubbardston FB pages. On one page, the post was left in a "pending approval" state and never made it on to the page.**

**We are looking into the benefits of creating a HCC FB page. Sara is going to look into setting it up and having the HCC members be "team members" to help with the administration. Lori is going to contact Joyce Green, the Town Clerk, to see if the town has any restrictions, and Meghan will contact the MCC to see if they have any restrictions/guidelines we need to follow.**

Review progress on council's resource guide:

**We added the email addresses of the Town Clerk and the Town Accountant to the HCC Asset and Resource List. Also added the Hubbardston Buy/Sell FB page as a place to post upcoming events. (See attachment)**

Get review from members on the March 10th "All things Irish" event and the March 17th Mass Cultural Council Institute event:

**None of the HCC members attended the MCC event in Worcester on March 10<sup>th</sup>.**

**Sara attended the All Things Irish event in Barre MA, (they were a recipient of funds from the HCC). The event was well attended, and very crowded with many activities going on.**

Discussion and selection of a new council member for vacancy caused by resignation:

**Molly McGillicuddy resigned from the HCC creating a position for an alternate to become a voting member. Both Donna Shea and Sara Lyon, alternates, have been active participants of the HCC. Donna declined and Sara accepted the position.**

Other New Business:

**Nancy Afonso, sponsor of the Seniors Art Classes, a FY2018 grant recipient, asked the HCC if she could be reimbursed prior to the end of the program. The classes started in October 2017 and will end in May 2018, with an Art Show/Sale in May. We are going to follow up with the MCC to see if we are allowed to process a reimbursement request, before the end of the program, given the funds have arrived from the MCC into the Hubbardston's HCC bank account and Nancy has the receipts for the program. Meghan is going to follow up with the Town Accountant to see if we have received the funds.**

## **Next Meeting:**

May 9th, 2018 at 6:30pm at the Hubbardston Senior Center, 7 Main Street, Hubbardston, MA

## **Minutes Approved:**

The minutes for the 4/2/2018 HCC meeting were approved by the HCC members at the meeting held on 05/9/2018.

Minutes respectfully submitted by Lori Engle.

## **Attachments:**

MCC Grant Cycle

HCC Asset and Resource List

Grantee Event Timeline

Press Release Announce FY2018 Approved Grants

## 2018 Hubbardston Cultural Council Grant Recipients:

| <b>Program/Event</b>  | <b>Proposed Date</b> |
|---|----------------------|
| Exploring the Arts for Seniors  | Oct 2017 – June 2018 |
| All Things Irish 2018 – Fundraiser celebrating Irish Culture  | Mar 10, 2018         |
| Little Mermaid Under the Sea Party – Sing along, reading and dancing.   | April , 2018         |
| Tom Ricardi – Birds of Prey Presentation – Teaching appreciation, respect and conservation of our natural resources | Summer 2018          |
| Field Day – Providing a performance venue for dance groups  | Sept 15, 2018        |
| Youth Enrichment Program –Barre Listening Wellness Center (After school, weekend and summer programs)               | 2018 TBD             |
| Peace Strings Project – Crocheting for vets, homeless, nursing home residents and premature babies                  | 2018 TBD             |
| Monet's Magic: Pastel Paint Monet's Wondrous Water Lilies   | Dec 6, 2018          |

**2017 Extended Grant:**

Along with the above 2018 Grant Recipients, the HCC approved one request for a Grant Extension to a 2017 Grant Recipient:

|   |                       |
|---|-----------------------|
| <b>Event:</b>                           | <b>Proposed Date:</b> |
| Edible Wild Plants Walk at LadyBug Farm | May 11, 2018          |

Applications for FY 2019 Grants will be accepted again in the fall. Applications and more information about the Local Cultural Council Program can be found online at [www.mass-culture.org](http://www.mass-culture.org).

In 2018, the HCC will be asking the town residents to participate in a Community Input Survey to aid in setting guidelines and policies for selecting grant recipients that will be most beneficial to the town's needs and wants.

CC: James McGovern

2<sup>nd</sup> District Representative

Donald Berthiaume, Jr.

5<sup>th</sup> Worcester District Representative

Anne Gobi

Worcester, Hampden, Hampshire & Middlesex  
District Senator

Hubbardston Board of Selectmen



## 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 - <b>Art Show and Sale May 19 and 20th</b> | Hubbardston Senior Center                | Seniors                        | \$0, unless not fully funded  | \$650            | \$650          |
| Peace Strings Project  | Crocheting for vets, homeless, nursing home residents, premature babies   | <b>3rd Friday of every month</b>   | Hubbardston Senior Center                | Seniors                        | \$0   | \$903            | \$1,163        |
| 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 responsible and safe foraging, and a bibliography for further study will be distributed | May 11th, 2018 at 5:30pm   | High Meadow Farm - Lady Bug Farm         | Adults                         | \$0   | \$450            | \$450          |
| Tom Ricardi Birds of Prey  | Birds of Prey Presentation - teach people to appreciate, respect, and conserve our natural resources  | <b>June 28th, 2018 @ 7pm</b>   | 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          |
| Little Mermaid Under the Sea Party   | Sing along, an reading and dancing of the Little Mermaid. Photo opportunity tool  | TBD  | Hubbardston Public Library               | Kids, parents and grandparents | \$0   | \$275            | \$275          |
| 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<br>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          |
| 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 (Completed)   | 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          |
| <b>FY 2018</b>   |   |  |  |                                |   | <b>\$4,963</b>   | <b>\$5,743</b> |



*Power of culture*

FOR IMMEDIATE RELEASE

Date: March 15th, 2018

Contact: Bill Shea, Hubbardston Cultural Council Chairperson

Phone: 978-928-4440

E-mail: [bill@therupturedduck.com](mailto:bill@therupturedduck.com)

## **Hubbardston Supports the Arts**

### **Hubbardston Cultural Council Announces the 2018 Grant Recipients**

The Hubbardston Cultural Council (HCC) is pleased to announce the 2018 grant recipients. Each project was chosen because of its substantial public benefit and for the appeal to all ages of the residents of Hubbardston. We encourage the community to join in and participate in any and all of these programs. A full list of 2018 grant recipients is included below.

The HCC is part of a network of 329 Local Cultural Councils (LCC) serving all 351 cities and towns in the Commonwealth. The LCC program is the largest grassroots cultural funding network in the nation, supporting thousands of community-based projects in the arts, sciences and humanities every year. The state legislature provides an annual appropriation to the Massachusetts Cultural Council (MCC), a state agency, which then allocates funds to each community.

The HCC is a board of municipally appointed volunteers tasked with managing, organizing and distributing the funds allocated from the Massachusetts Cultural Council in support of the Arts, Sciences and Humanities in Massachusetts. The members of the Hubbardston Cultural Council are: Meghan Brown, Lori Engle, Sara Lyon, Caitlin Medine, William Rigerio, Bill Shea, and Donna Shea.

Statewide, more than \$3.3 million will be distributed by local cultural councils in 2018. Grants will support an enormous range of grass-roots activities. Nearly half of MCC funds support educational activities for young people.

In 2018, the HCC funded 8 grants totaling \$5,293.