

Hubbardston Cultural Council Meeting Minutes

07/18/2018

Meeting started at; 6:40pm
Meeting ended at: 8:00pm

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

Members in attendance:

Lori Engle	- Regular
Sara Lyon	- Regular
Bill Shea	- Regular
Donna Shea	- Regular

Members/Alternated Not in attendance:

Meghan Brown	- Regular
Caitlin Thieme	- Alternate

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 the agenda items.

Agenda:

Review and acceptance of minutes from previous meeting;

Review of Hubbardston Fair attendance on June 23rd;

Review of cultural council surveys and action to be taken;

Discussion of 2018 grantees programs which took place
including Birds of Prey and Little Mermaid party at Library;

HCC Facebook update

Plan of action for 2019 grantee proposals

Process the Reimbursement Requests that we have received

Old Business:

None

New Business:

Agenda Items:

[Review and acceptance of minutes from previous meeting](#)

Minutes were approved and accepted.

Review of Hubbardston Fair attendance on June 23rd

We considered our booth/table at the Hubbardston Fair a success and well worth doing. We had 41 people fill out our Community Input Survey. We chatted with quite a few people who were unaware of the activities that we sponsored.

Review of cultural council surveys and action to be taken

As of Wednesday evening (7/18) we had received 115 responses to our Community Input Survey, 74 more responses had come in on-line thru Survey Monkey application that Sara had set up. We exceed our “free” total given thru Survey Monkey of 100, and now need to pay to receive any of the responses over 100.

There is a nice tool that Survey Monkey has that graphs the responses that are multiple choice answers. We will keep the survey running thru August 31st, but will be analyzing the results at our next meeting. These results will aid us in defining our Hubbardston’s Cultural Council Community Priorities for the next 3 years. The next survey is required by the MCC to be done in 2021.

A few items that stood out clearly were that we need to work on communication and publicizing events. There is a large interest in live music and community centered events.

Discussion of 2018 grantees programs which took place including Birds of Prey and Little Mermaid party at Library

The Birds of Prey presentation was a huge success. The attendance was around 65, a good mix of kids and adults. The presentation was attended by HCC member Sara, she took some amazing photos of the event, and thought the event was well organized and the presenter had good control of the room. There was concern about the size of the room, but it worked! Jayne, the head librarian thought a microphone would help for future presentations.

The Little Mermaid event, though sparsely attended, approximately 6 children aged 3-9, was really well done. The “Little Mermaid” was engaging with the kids; she read, sang, posed for group and individual pictures and did face painting. This event has been postponed from the winter which may have impacted the attendance, since school was out of session. (Jayne, the head librarian told Bill and Donna that the summer events aren’t as well attended). We also thought that there might not have been enough advertising. The event did not make it to the Reader Board in town. Jayne also mentioned that there was a cost difference between hiring this Little Mermaid and the one that was originally engaged. We are

curious as to the amount that will come thru on the Reimbursement Request.

HCC Facebook update

The FB page currently has 12 “likes”. Sara is keeping it active with pictures from events and news of upcoming events. She is looking into adding the HCC members as administrators. We will be announcing the MCC Grant Applications availability on Sept 1st, along with a link to the application.

Plan of action for 2019 grantee proposals

Applications will be available on September 1st, 2018 for FY 2019. We will have the ability to view them on-line as they roll in. The MCC will compile them in bulk for us to review.

Questions arose as to when we will know how much the HCC will be funded. Bill is following up on this with Lisa Simmons at the MCC.

Process the Reimbursement Requests that we have received

There were 2 requests for reimbursement:

FY2017 – John Roots “Edible Wild Plants Walk” for \$450

FY2018 – Council on Aging “Exploring Arts for Seniors” for \$650

Total: \$1,100.00

Bill and Lori signed off on the requests for funds and Lori scanned/photocopied the paperwork and passed it on to the town accountant Laurie Bartkus.

Other New Business:

At the next meeting, we will be developing Hubbardston’s Community Priorities. Preparing for the announcement of the 2019 Grant Applications, making sure the announcement goes out to the general public and reviewing the Grant Life Cycle.

Next Meeting:

August 16th, 2018 at 6:30pm at the Hubbardston Senior Center, 7 Main Street, Hubbardston, MA

Minutes Approved:

July 18th 2018 minutes were approved at the August 16th, 2018 meeting.

Minutes respectfully submitted by Lori Engle.