

**HUBBARDSTON CULTURAL COUNCIL**

**MEETING MINUTES**

**October 10, 2019**

**MEETING BEGAN AT: 6:35 PM**

**MEETING ADJOURNED AT: 8:10 PM**

**MEMBERS IN ATTENDANCE: Lori Engle, Treasurer**

**Sarah McMaster, Member**

**Donna Shea, Secretary**

**Bill Shea, Chairman**

**MEMBERS NOT IN ATTENDANCE: Sara Lyon**

**START OF THE MEETING: Bill, our Chairman, opened the meeting at 6:35 PM and he proceeded to thank all for attending. Lori distributed handouts regarding the financial balance sheets and update for the annual report. Donna handed out the agenda for our meeting as well as the final minutes of our September 4, 2019 meeting.**

**AGENDA: 1. Approval of the minutes of the September 4, 2019 meeting.**

**2. Review of our attendance and evaluation of the events at the Hubbardston Field Day on September 14, 2019(rain date 9/15)**

**3. Council review and vote on reimbursement procedures for paying grantees before an event.**

**4. Review our Facebook boost to encourage input on local priorities and attract more grant submissions.**

**5. Preliminary review of grants submitted for FY20.**

**6. Progress on our FY20 schedule including financial reporting by our treasurer.**

**7. Election of the following offices for FY20.**

**Chairman**

**Treasurer**

**Secretary**

**OPEN ISSUES:**The September 4, 2019 minutes of our meeting were approved and filed in the town cabinet.

Council discussed Field Day and the presence of three of our grantees and agree that all three were quite successful. Both the blacksmith and the potter drew a constant flow of viewers and the Green Sisters performance was very entertaining as always. All had signs recognizing their grants from the Hubbardston Cultural Council. Bill and Donna had feedback for the Wizard's Workshop held Saturday, October 5, 2019 at the library. Consensus was that he was just okay but still there was a lack of attendance with only 9 children there. We again discussed the fact that we needed to get notices to the school regarding events that we sponsor to better the attendance. We also discussed posting flyers at local businesses, the post office, library, etc, to advertise an upcoming event.

We reviewed the idea of reimbursing grants before the event occurs and then motioned to table it.

Council decided that the Facebook post was successful as we close in on the date of October 15, 2019, final day to submit applications for grants. Lori also mentioned that she would address the fact that Fran Hart had not been paid as yet for his event in FY19 as she had submitted the paperwork.

We briefly discussed some of the grant applications for FY20 and decided that we would plan on two meetings in November to review the applications. Meetings are tentatively planned for November 7 and 14 at the Senior Center if available.

Lori discussed the financial report in detail and she prepared the figures for the annual report. We were informed that we have \$5559 in grant money and \$274.75 for administration expenses for FY20. We voted and accepted this amount. Thank you, Lori, for your effort to balance these figures.

We elected the following officers: Chairman, Bill Shea; Treasurer, Lori Engle; Secretary, Donna Shea.

Meeting was adjourned at 8:10 PM.

**MINUTES RESPECTFULLY SUBMITTED BY:** Donna Shea, Secretary HCC