

**HUBBARDSTON CULTURAL COUNCIL**

**MEETING MINUTES**

**November 14, 2019**

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

**MEETING ADJOURNED AT: 8:00 PM**

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

Sara Lyon, Member

Sarah McMaster, Member

Peter Walker, Alternate

Donna Shea, Secretary

Bill Shea, Chairman

**START OF THE MEETING:** Bill, our Chairman, opened the meeting at 6:35 and thanked all for attending this very important “voting meeting”. He updated the Council with information needed from his follow up with two of our grant applicants.

**AGENDA:** 1. Approval of the minutes of the meeting held November 7, 2019.

2. Continuation of review and selections of all grant applications for FY 2020.

3. Discussion regarding the acceptance of written grant applications in upcoming years.

**OPEN ISSUES:** The minutes of our November 7, 2019, were approved and filed in the town office.

There were 15 grant applications for final review. After careful consideration of the demographics and the merits of each applicant’s event/demonstration, the Council voted to approve all 15. In the end, we were able to fully fund 6 applicants and partially fund 9 for a total of \$5559.

The next step in keeping with the Grant Cycle Timeline, is to email disapproval notifications to the 12 applicants we voted down at our first voting meeting held November 7, 2019. This was tentatively planned for November 15, 2019, which will give us plenty of time to handle any reconsideration requests we may receive.

Approval grant notifications will be emailed shortly after January 15, 2020, at which time the MCC will have transferred the grant funds to the HCC account.

Sara Lyons expressed concern for the Caterpillar Lab event that was funded for FY2019 but has not yet occurred. This event is now scheduled for Hubbardston Field Day in 2020. Lori, our Treasurer, explained that it is fine for the funds to be encumbered for a future event as long as it takes place within the next fiscal year.

Lori also updated our financial report and her progress on the annual report which is due in January.

Council discussed the feasibility of allowing paper applications in the future.

Our next meeting will be held in January, 2020.

Meeting was adjourned at 8 PM.

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