

Hubbardston Cultural Council Meeting Minutes

10/02/2018

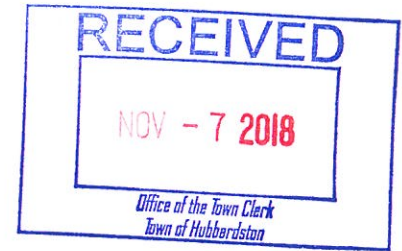
Meeting started at; 6:30pm

Meeting ended at: 8:30pm

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
Meghan Brown	- Regular



Members/Alternated Not in attendance:

Caitlin Thieme	- Alternate
----------------	-------------

Common Reference Abbreviations:

HCC: Hubbardston Cultural Council
LCC: Local 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 approval of minutes of our 8/16/18 meeting
- Review and discussion of Hubbardston CC presentation at the Oct 1st, Selectman's meeting regarding the HCC survey
- Review and sign off of FY18 Local Cultural Council financial account form sent to us by the town accountant
- Discussion of details necessary to complete and submit the HCC annual report to the Massachusetts Cultural Council (MCC)
- Discussion of FY19 budget process, allocation, dates and deadlines received from the MCC
- Begin the review process of any grant applications we may have received
- Discussion of members' personal expenses for HCC supplies and materials
- Appointment/reappointment of treasurer, secretary and chairperson for council
- Discussion about having the HCC meetings videotaped and broadcast on Local Cable Access TV

Old Business:

None

New Business:

Agenda Items:

- Review and approval of minutes of our 8/16 meeting
 - Approved.
- Review and discussion of Hubbardston CC presentation at the Oct 1st, Selectman's meeting regarding the HCC survey
 - - Sara presented the results of the HCC survey to the Board of Selectmen and the Town Administrator. The response was very positive with the BOS brainstorming with us over issues of advertising, marketing, in general getting the word out and their experiences in the town.
- Review and sign off of FY18 Local Cultural Council financial account form sent to us by the town accountant
 - Based on a new email that Meghan received from the Town Accountant, which indicated that \$150 were recently added to the HCC FY18 Annual Report from the Library Account, it was decided to not sign off on the report. Lori was uncomfortable signing off on the report, as she had balanced the account to the original numbers and the additional \$150 would put our account out of balance. She was going to review more and contact the Town Accountant to follow up.
 - The due date for signing off on this report is October 15th, 2018.
 - We decided to create a FY Accounting Worksheet to aid us in balancing to the Town's Expenditure Reports. Lori will work on this.
- Discussion of details necessary to complete and submit the HCC Annual Report to the Massachusetts Cultural Council (MCC)
 - We need to finalize the Town FY18 Annual Report before we can start updating the MCC Annual Report.

Hubbardston Cultural Council Meeting Minutes

10/02/2018

- Discussion of FY19 budget process, allocation, dates and deadlines received from the MCC
 - We reviewed the MCC Grant Cycle to make sure we are on track, we are. The application review process and filling out the Annual Report will start soon.
 - The Application Deadline is October 15th – review will start soon after
 - The first part of the Annual Report is due on October 15th.
- Begin the review process of any grant applications we may have received
 - The Grant Application deadline is October 15th. We will start the reviewing the applications soon.
 - Bill is working on getting us access to the applications while they are in progress.
 - There were no hardcopy/paper applications in our inbox in the Town Offices.
 - The Hubbardston Cultural Council FB page will be updated with the upcoming deadline.
- Discussion of members' personal expenses for HCC supplies and materials
 - We decided to make more of an effort to track personal expenses that the council members spend on the Cultural Council. In the past, we have considered these expenses as donations. We decided that it isn't fair to future members to not know the costs we are incurring to run the Council activities.
 - Lori will create a spread sheet for tracking administrative expenses.
 - Bill will add an item to the Agenda for gathering this information.
- Appointment/reappointment of treasurer, secretary and chairperson for council
 - Nominations and motions were made to appoint:
 - Bill Shea as Chairperson
 - Meghan Brown as Treasurer
 - Lori Engle as Secretary

Hubbardston Cultural Council Meeting Minutes

10/02/2018

- Discussion about having the HCC meetings videotaped and broadcast on Local Cable Access TV
 - The members of the Council decided to pass on the offer to videotape the meetings at this point in time.

Other New Business:

- Reimbursement Requests Review:
 - We received a Reimbursement Request from the Lions for Field Day in the amount of: **\$861.95** (the approved amount was: \$995). – Now in progress.
 - We reviewed the Approved Grant events that we have not received Reimbursement Requests from:

▪ Peace Strings Project	\$1163**
▪ Monet's Magic	\$490
▪ <u>All Things Irish</u>	<u>\$560**</u>
▪ Total	\$2,213
 - Megan is going to follow up on the events that have taken place already **

Next Meeting:

November 5th, 2018 at 6:30pm at the Hubbardston Senior Center, 7 Main Street, Hubbardston, MA

Minutes Approved:

October 2nd, 2018 minutes were approved at the November 5th meeting

Minutes respectfully submitted by Lori Engle.

Attachments:

3 FY18 Annual LCC Reports (Original, Updated, Corrected)

New HCC FY19 Administrative Expense Worksheet

New HCC FY19 Accounting Worksheet