

HUBBARDSTON CULTURAL COUNCIL

MEETING MINUTES

JANUARY 17, 2019

MEETING BEGAN AT: 6:30

MEETING ENDED AT: 8:30

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 not in attendance: Caitlin Thieme -Alternate

Start of the Meeting: Bill opened the meeting at 6:30 and we proceeded to review the agenda items.

Agenda:

Review and acceptance of minutes of the previous meeting held November 5, 2018.

Review and vote on revised financial figures submitted by MCC to close out FY18.

Review grant applications for FY19.

Select and approve grants using FY19 allocation.

Reorganization of responsibilities and duties of HCC member.

Review of our council members attending Volunteer Night.

Action steps needed to recruit new council members.

Open Issues:

Minutes of Previous Meeting: Members voted to approve minutes of meeting held on November 5, 2018.

FY18 Financial Figures:

Our Treasurer, Lori, was in touch with Justina Crawford of the Massachusetts Cultural Council regarding the discrepancy in the FY18 figures and this issue was finally resolved due to Lori's tireless efforts. These figures pertained to the annual report required by the MCC. In order to reconcile our numbers, the council agreed to adjust/reduce the administrative allocation used by the HCC for advertising, clerical materials, etc. Based on Lori's input, the figure for FY19 grants is \$4423.00 which was voted on and approved. Lori will complete the annual report using this figure.

Grant reviews: After lengthy discussion, we decided to deny 12 of the 24 grant applications. We then adjusted the figures on the 12 approved applications to reflect our grant allocation of \$4423.

Denial letters will be sent out by January 25, 2019.

Approval letters will be sent out after the MCC mandated 15 day period to allow appeals by the applicants who were denied grants.

Reorganization of responsibilities/duties: Council members have agreed to accept the following positions: Lori Engle: Treasurer Donna Shea: Secretary

Review of Volunteer Night by Council members: Lori and Sara attended Volunteer Night in December and felt it was a worthwhile investment of time. However, it did not result in any potential candidates for our Council membership. Town officials recognized the valuable work done by local volunteers and each was presented with a pine tree. There were approximately 30-40 in attendance.

Action steps needed to recruit new members: Bill submitted a request to the Board of Selectmen to remove Caitlin Thieme as an alternate to HCC because of non-participation in HCC activities.

Lori and Sara will contact town officials including both Joyce Green and Laurie Reed to request assistance in recruiting new members and alternates.

Sara will also be in touch with Center School in an effort to recruit new members.

The meeting was adjourned at 8:30. The next meeting of the HCC will be held Monday, February 18, 2019 at 6:30 at the Senior Center.

Minutes submitted by: Donna Shea, Secretary HCC

Approved Feb. 18, 2019