

# Hubbardston Cultural Council Meeting Minutes

11/05/2018

Meeting started at; 6:45pm  
Meeting ended at: 8:45pm

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  
LCC: Local Cultural Council  
MCC: Massachusetts Cultural Council

**Start of Meeting:** Bill opened the meeting at 6:45 and we proceeded to review the agenda items.

## **Agenda:**

Review and acceptance of minutes of previous meeting of October 2nd, 2018

Old Business:

Review of adjusted financial figures from Town Accountant

New Business:

Update on our compliance with the Massachusetts Cultural Council's annual report schedule

Examination of grant applications for FY19

Review and acceptance of new spread sheets developed by our secretary Lori Engle

## **Old Business:**

- [Review of adjusted financial figures from Town Accountant](#)
  - Meghan and Lori have been working on the HCC expenses and the MCC Annual report – it is a work in progress. There had been an expense of

\$150 moved to the HCC budget incorrectly, and the Town Accountant has backed out of our account.

- It appears, but needs to be verified that we over spent our budget, due to a mis-understanding in the amount we had to start FY2018.

## **New *Business*:**

### ***Agenda Items:***

- Update on our compliance with the Massachusetts Cultural Council's annual report schedule
  - In Progress
- Examination of grant applications for FY19
  - We reviewed all 24 applications, and made a first pass at what we will look at in more detail at the next meeting. 15 are still under review, 9 have been eliminated.
- Review and acceptance of new spread sheets developed by our secretary Lori Engle
  - Lori created 2 new reports to track dollars in our budget. She found samples that the MCC supplies for this purpose and will work to incorporate them into our process.

## **Next Meeting:**

January 17<sup>th</sup>, 2019 at 6:30pm at the Hubbardston Senior Center, 7 Main Street, Hubbardston, MA

## **Minutes Approved:**

**November 5<sup>th</sup>, 2018 minutes were approved at the January 17<sup>th</sup> meeting**

**Minutes respectfully submitted by Lori Engle.**

## **Attachments:**

New Accounting Spreadsheets

Accounting Worksheet

Administrative Expense Worksheet

LCC Account Form

Corrected - Final  
Erroneous  
Original

2019 Grant Applications

Summary of Applications used to track our decisions  
Full Package of Applications

2018 Applications (for reference material)

2018 Approved and Not Approved Applications  
2017 – 2010 Applications

HCC Budget Worksheet

Hubbardston Cultural Council Annual Reports:

2019 – In progress  
2018 – Completed  
2017 = Completed