

Hudson Cultural Council

Minutes

Meeting Date: October 26, 2021

Location: Zoom Meeting

ID# 859 3354 7243

Members Present via Roll Call: Dorothy Bagley, Peter Fiske, Lindsay Kelkres, Ellen Kisslinger, Cheryl Lombardo, Patricia Luoto, Doris Monteiro, Debbie Papa, Stephanie Simard, Donna Specian

The meeting was called to order at 7:00 PM by Patricia Luoto, Co-Chair. Pat reported that Jim Gasek, who was considering joining the council, has withdrawn his name due to work issues.

On a motion by Dorothy Bagley, seconded by Ellen Kisslinger, the members voted 10-0 by roll call to approve the minutes of the August 17, 2021 council meeting.

New Business:

Stephanie Simard reported that out of the ten grants awarded in Fiscal Year 2021, five have yet to request reimbursement. One of these is the Armory Project which received permission to alter their grant proposal at the August 17th meeting of the council. If there are still outstanding requests for reimbursement at our next scheduled meeting on November 30th, those grantees who have not submitted will be sent an email reminding them of their status and encouraging them to submit for reimbursement as soon as possible.

Doris Monteiro reported that she had sent grant cycle press releases in early September to area newspapers. The article included information on the direct grant process that the council has adopted as well as the timeline for grant proposal submissions. Stephanie indicated that she had posted similar information on the council's Facebook page.

Stephanie Simard shared that the Mass Cultural Council appropriation for Hudson is \$11,100 for FY2022 and that the Town of Hudson has appropriated \$3,500 to the council for this year's grant cycle for a total of \$14,600. Stephanie reported that there is a balance of \$430 from the money set aside for administrative purposes from the last fiscal year as well as \$6.73 in interest. Stephanie also suggested that the council consider doing the community survey earlier in 2022 to maximize the Survey Planet membership she had purchased.

After discussion a motion was made by Donna Specian and seconded by Debbie Papa that \$100 be set aside and added to the \$436.73 for a total of \$536.73 to be used for FY22 administrative costs which would pay for the annual survey, the website as well as printed materials and that \$14,500 would be the amount available to be awarded to grant proposals. The members voted 10-0 by roll call to approve the motion.

Stephanie Simard is in the process of reconciling the council's financials with the town treasurer due to a problem regarding a replacement check. As soon as this is resolved she will submit the HCC's fiscal report to the Mass Cultural Council. Normally, the report is due by October 15; however, Stephanie has an extension to submit the information as long as it is done prior to the council's grant voting meeting.

Also, Stephanie informed the council that she will be moving out of state and suggested that someone come forward to replace her as the council's treasurer. She indicated that she will stay on to the end of the year and would help with the transition.

Doris Monteiro led the discussion regarding the new paperwork used in the Direct Grant process. She shared the screen with members to display each document: *The Grant Disapproval Letter*, *The Grant Approval Letter*, *The Program Grant Agreement*, and *The Grantee Final Report*. Since this system is new to the council, each document was closely reviewed. On the *Grant Approval Letter* the council favored a three week turn around time regarding the return of the Grant Agreement and W-9 form versus the two weeks suggested by MCC since postal mail may cause a delay in delivery. Since the state allows for final reports to be sent to LCCs via email, the council favored this method of reporting.

It was decided that the council needs more information before finalizing and voting on the Direct Grant documents. Stephanie Simard will check with the Finance Department as to what documentation from grantees they need for their files and whether they will accept electronic files as proof. She will also ask if they have suggestions for penalties/recuperation of funds should the grantee not complete the project for which a grant was given and did not return the funds to the town as outlined in the approval letter. Doris Monteiro will look up the language currently used on the reimbursement form to see what documentation is needed. Dorothy Bagley and Debbie Papa volunteered to contact other towns that use the Direct Grant process to see what their experience has been in general and especially in terms of what they require for proof of documentation, penalties that they have outlined in their approval letters. The HCC goal is to finalize all documents associated with the direct grant process at the next meeting.

Pat Luoto suggested that each member of the council try to solicit new members and suggested that a message go out via the town ListServ. Doris Monteiro reported that she has submitted press releases regarding new members twice since the August meeting. Stephanie Simard mentioned that she has done likewise on Facebook. She will be passing on the responsibility of posting and updating Facebook to Lindsay Kelkres and will also give information regarding the council's Facebook account to Donna Specian.

Old Business:

As Webmaster, Donna Chaff reported that she updates the council website as new press information becomes available and MCC datelines require changes.

Miscellaneous Items: None at this time

Adjournment:

A motion to adjourn the meeting was made by Peter Fiske and seconded by Debbie Papa. The council voted 10 to 0 via a roll call to adjourn the meeting at 9:02 PM.

Future Meetings:

Tuesday, November 30th, 2021 at 7:00 PM – To finalize Direct Grant Paperwork, to review submitted grants and to vote on distribution of FY22 funds; election of new officers

Tuesday, January 4th, 2022 at 7:00 PM – To follow up on any grant reconsideration requests, to prepare for the HCC annual report, to review and possibly revise the HCC Handbook

Respectfully submitted,
Doris Monteiro, Secretary