

Hudson Cultural Council

Minutes

Meeting Date: November 30, 2021

Location: Zoom Meeting

ID# 894 7357 9063

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

Council Applicant in Attendance: Lawrence Fine

Others in Attendance: Anthony Monteiro

The meeting was called to order at 7:00 PM by Patricia Luoto, Co-Chair. The council welcomed Lawrence Fine, a perspective new member, to the meeting.

On a motion by Peter Fiske, seconded by Ellen Kisslinger, the members voted 10-0 by roll call to approve the minutes of the October 26, 2021 council meeting.

New Business:

Stephanie Simard announced that she was able to reconcile the council's fiscal account with the Town, thus allowing her to complete Parts 1 and 2 of the report on the Mass Cultural Council's website. She confirmed that there was \$14,500 to appropriate in the FY2022 grant cycle. Currently there are four outstanding grant reimbursement requests for FY2021: 1) Assabet Valley Chamber of Commerce's Grant #45871 for *Market Music*; 2) Symphony Pro Musica's Grant# 45393 for their *2020-2021 Season*; 3) Hudson Cultural Alliance's Grant # 41818 for *Hudson Armory Fundraiser Project*; and 4) River's Edge Arts Alliance's Grant # 42177 for *Safe and Flexible Arts Programs*. Stephanie will send emails to these four grantees reminding them that they have until February 12, 2022 to request reimbursement of funds. The monies will be forfeited if paperwork has not been received by that date.

It was noted that in their grant application for FY2022, Symphony Pro Musica had included a letter which requested that some of their funds from a grant received in FY2021 be used to cover costs associated with their November 2021 concert. After discussion, a motion was made by Ellen Kisslinger and seconded by Debbie Papa to allow SPM to use their grant funds as requested. The council voted 10-0 via roll call to approve the motion. Stephanie Simard will contact Symphony Pro Musica regarding the council's decision.

Stephanie Simard reported that she had not heard back from the Town's Finance Department regarding what they would need for documentation related to the direct grant process. She had contacted them to find out if they wanted similar documentation as had been provided under the reimbursement process: receipts, cancelled checks, promotional literature, etc. or if they wanted just the forms generated under the direct grant process: *The Program Grant Agreement*, and *The Grantee Final Report*. She had also inquired about the process of getting funds back from grantees who failed to complete their projects.

Regarding the council's treasurer's position Debbie Papa and Cheryl Lombardo have come forward to be co-treasurers. Stephanie will stay on in this position until the election of officers at the council's next meeting. She also suggested that one person be considered the first contact as treasurer and the other listed as a second contact.

Dorothy Bagley and Debbie Papa, who had volunteered to contact other LCCs that use the Direct Grant process to see what their experience has been, gave a brief report of their findings. Some of the contacted municipalities (Stow, Sudbury, Framingham, and Worcester) indicated that they had not experienced a problem. The legal department in Worcester did approve the grant agreement before its use. It was mentioned that councils could ask for receipts and publicity reports along with the grantee's final report.

Doris Monteiro informed the council of the MCC's November 18th Zoom meeting where Luis Cotto described the grant reporting process on the state's new software *Smart Simple*. When LCCs input their decisions in the software, the disapproval letters are automatically generated and emailed to those grantees who were denied funding. The approval letter process will remain as it has in the past, where each LCC will notify grantees directly.

Donna Specian provided the council with an overview of the initial screening process, in addition to the council's funding priorities and its local guidelines. A spreadsheet which included these priorities and guidelines as well as the MCC's panel book list of grant applicants and requested amounts was shared on Zoom with all attending the meeting. There were 31 grants requesting a total of \$31,200 to review with \$14,500 available to award.

An initial screening of each application consisted of "qualify" or "do not qualify" based on council funding priorities and/or local guidelines. It was determined that thirteen of the thirty-one applications fell into the "do not qualify" category. After discussion, the council members stated a reason for denial on each grant that would not receive funding.

- A motion was made by Peter Fiske and seconded by Debbie Papa to deny funding to the following grant proposal *Yankee Golden Retriever Rescue, Inc* #FY22-LCC-13830 based on the reason that the applicant did not meet our council's published local guidelines and priorities. The council voted 10-0 by roll call to approve the motion.
- A motion was made by Debbie Papa and seconded by Cheryl Lombardo to deny funding to the following grants proposals based on the reason that the applicant did not provide enough public benefit for our community compared to other proposals we received. The seven grants denied for this reason are: *Clear Path for Veterans* # FY22-LCC-11078; *Lyria Garcia* # FY22-LCC-16677; *Andrew Harms* # FY22-LCC-9136; *Northborough Area Community Chorus* # FY22-LCC-5482; *Sudbury Savoyards, Inc.* # FY22-LCC-10713; *Patrick Smith* # FY22-LCC-8270; and *The Claflin Hill Music Performance Foundation, Inc.* # FY22-LCC-7463. The council voted 10-0 by roll call to approve the motion.
- A motion was made by Peter Fiske and seconded by Dorothy Bagley to deny funding to the following grants proposals based on the reason that the applicant did not have a valid local sponsor letter. The five grants denied for this reason are: *Thomas Jones* # FY22-LCC-16584; *Alex Leff* # FY22-LCC-11416; *Marilyn Morales* # FY22-LCC-12896; *Matt York* # FY22-LCC-3492; and *Robert Zammarchi* # FY22-LCC-13255. The council voted 10-0 by roll call to approve the motion.

The council then proceeded to review and discuss the grants that qualified for this funding cycle all the while deciding which grants to fully fund giving priority to those projects within Hudson. After a preliminary amount was assigned to each qualifying grant, a motion was then made by Doris Monteiro and seconded by Debbie Papa to vote the qualifying grants in a block by roll call vote. The eighteen grants included in the motion are: *Assabet Valley Camera Club* # FY22-LCC-5397; *Assabet Valley Camera Club* # FY22-LCC-5418; *Assabet Valley Chamber of Commerce, Inc.* # FY22-LCC-10349; *Assabet Valley Mastersingers, Inc.* # FY22-LCC-3535; *C.A. Farley Elementary School* # FY22-LCC-2106; *Discovery Museum, Inc.* # FY22-LCC-6673; *Forest Avenue Elementary School* # FY22-LCC-9530; *Hudson Division of Recreation* # FY22-LCC-12497; *Hudson Public Library* # FY22-LCC-2991; *Hudson Public Library* # FY22-LCC-11213; *Henry Lappen* # FY22-LCC-6616; *Mercedes*

Murphy # FY22-LCC-3052; Nashoba Symphonic Band # FY22-LCC-8470; Howard Newman # FY22-LCC-3354; Sounds of Stow, Inc. # FY22-LCC-8823; Symphony Pro Musica, Inc. # FY22-LCC-5414; Virginia Thurston Healing Garden # FY22-LCC-9535; and Matt York # FY22-LCC-8829. All qualifying grantee's names and awarded amounts were included in the motion which the council voted 9-0 by roll call to approve. Dorothy Bagley was not in attendance for the vote having left the meeting at 8:43.

MCC regulations require that once LCCs generate the denial letters that a reconsideration period of fifteen days be observed before completing their annual reports after which time the approval letters can be sent out to grantees who have received funding.

A motion was made by Doris Monteiro and seconded by Peter Fiske to put Lawrence Fine's name forward to the Select Board for appointment. The council voted 9-0 by roll call to approve the motion. (Dorothy Bagley was absent for the vote.)

Katie Cunningham and Leia Owen, who both showed an interest in joining the council, will again be invited to the next meeting.

Old Business:

It was mentioned that member Lindsay Kelkres has been granted access to the council website and Facebook page, which she will take over from Stephanie Simard.

Adjournment:

A motion to adjourn the meeting was made by Doris Monteiro and seconded by Donna Specian. The council voted 9 to 0 via a roll call to adjourn the meeting at 8:51 PM. (Dorothy Bagley was absent for the vote.)

Future Meeting:

Tuesday, January 4th, 2022 at 7:00 PM – To follow up on any grant reconsideration requests, finalize grant approval paperwork, election of new officers, to prepare for the HCC annual report

Respectfully submitted,
Doris Monteiro, Secretary