

## Hudson Cultural Council Minutes

**Meeting Date:** January 4, 2022

**Location:** Zoom Meeting  
ID# 889 7849 3353

**Members Present via Roll Call:** Peter Fiske, Lindsay Kelkres, Patricia Luoto, Debbie Papa, Stephanie Simard, Donna Specian

**Members Absent:** Ellen Kisslinger, Cheryl Lombardo, Doris Monteiro

**Council Applicant in Attendance:** Lawrence Fine

**Others in Attendance:** Tonya Eckert

The meeting was called to order at 7:00 PM by Patricia Luoto, Co-Chair.

On a motion by Debbie Papa, seconded by Lindsay Kelkres, the members voted 6-0 by roll call to approve the minutes of the November 30, 2021 council meeting.

### Old Business:

Pat Luoto reported that no appeals to the grant denial letters had been received by the deadline.

### Treasurer's report:

- Treasurer Stephanie Simard is leaving the council and has discussed the transition with new co-treasurers Debbie Papa and Cheryl Lombardo.
- The grantees from 2021 that have not yet submitted requests for reimbursements have until Feb. 12, 2022 to do so. Any funds not disbursed roll over to the next granting cycle.
- Pat Luoto noted that River's Edge Arts Alliance, a long-time grant recipient, had not yet submitted a reimbursement request and said she would make another effort to contact them.
- As part of her transition, Stephanie briefed the Council on the mechanics of the Community Survey. She has used Survey Planet in the past, and has paid the fee herself and then sought reimbursement. Lindsay Kelkres volunteered to take over the administration of the survey.

Pat Luoto thanked Stephanie Simard for her many contributions to the Council and expressed the hope she could rejoin the Council at some point in the future. Following this portion of the agenda, Stephanie Simard left the meeting.

Pat Luoto led a discussion of the wording of three grant award documents, drafted by Doris Monteiro, to be issued by the Council: the Grant Approval Letter, the Grant Agreement Form, and the Grantee Final Report Form.

- At the suggestion of Lindsay Kelkres, council members agreed to add language to the Grant Agreement Form and the Grantee Final Report Form to clarify how grantees should properly satisfy the requirement to credit the Mass Cultural Council and Hudson Cultural Council: *Properly credit the Hudson Cultural Council and Mass Cultural Council for their financial support; see details at <https://www.hudsonculturalcouncil.org/publicity>*
- Lindsay updated the website to include the new link after the meeting ended.

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- On a motion by Donna Specian and seconded by Debbie Papa, the Council voted 5-0 to approve the text of the three documents, with the amended language.

Pat Luoto noted that the approval letters must go out by Feb. 1, 2022 once MCC has received the HCC's annual report.

A discussion of the new grant denial process, performed through the MCC portal, was postponed until the next meeting, when Doris Monteiro can be present.

#### **New Business:**

**Election of Officers:** Pat Luoto proposed a slate of officers for the new council year: Patricia Luoto and Donna Specian, co-chairs; Doris Monteiro, secretary, and Cheryl Lombardo and Debbie Papa co-treasurers. On a motion by Peter Fiske and seconded by Debbie Papa, the members voted 5-0 by roll call to accept the slate of officers.

#### **Adjournment:**

A motion to adjourn the meeting was made by Peter Fiske and seconded by Debbie Papa. The council voted 5 to 0 via a roll call to adjourn the meeting at 7:52 PM.

#### **Future Meeting:**

**Tuesday, February 22, 2022** at 7:00 PM via Zoom – To discuss the annual community survey and to plan for its distribution

Please note: These minutes were compiled from notes taken by Peter Fiske and from a review of the recording of the Council's Zoom meeting.

Respectfully submitted,  
Doris Monteiro, Secretary