

Hudson Cultural Council

Minutes

Meeting Date: February 9, 2021

Location: Zoom Meeting

ID# 814 9120 3931

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

Council Appointee in Attendance: Debbie Papa

The meeting was called to order at 7:00 PM by Patricia Luoto, Co-Chair. Debbie Papa was recognized as a newly-appointed member to the council. She will follow up with Town Clerk Joan Wordell to be sworn into office. Pat read an email from Sarah Worrest, who had planned to serve the council as an ex-officio member, stating that she was stepping back from the council this year with plans to return in 2022.

On a motion by Donna Specian, seconded by Ellen Kisslinger, the members voted 8-0 by roll call to approve the minutes of the January 19, 2021 council meeting.

New Business:

Doris Monteiro reported that she sent out grant denial letters on January 20th and received an immediate email response from Mark Chester who had submitted Grant #45888 *The Bay State: A Multicultural Landscape – Photographs of New Americans/Mark Chester Diversity Project*. Mr. Chester was denied funding at the January 19, 2021 voting meeting based on the reason that his grant application did not have a valid local sponsor letter at the time of submission. Within his reply to the denial letter on January 20th, Mark provided a private email correspondence he had had with the Hudson Library Director stating that the library would have a month-long exhibit of his work in November 2021. In the council's response to his email, he was reminded that along with his denial letter Mark had received instructions for reconsideration should he wish a reconsideration. This was to be done within 15 calendar days of the date on the denial letter. To date, nothing further has been received from Mark Chester either through email or postal mail.

There was discussion as to how the council could better support applicants in terms of having valid sponsors. It was suggested that there be a checklist regarding what makes a grant complete and ready for submission included on the council's website and that when publicity goes out in the fall for the next grant cycle that a link to the HCC website be included. Having a "sample application" on the website with its corresponding checklist might also be helpful to applicants. Donna Specian also mentioned that she would have a link to the MCC You Tube video that explains the grant application process. The question "What constitutes a valid local sponsor letter?" could also be added under the website's tab of frequently asked Q and A's to help define the required document.

In terms of Mark Chester's project, he could apply for funding in the next grant cycle. The HCC could also reach out to the Hudson Public Library Director when the MCC portal is accepting applications for FY22 should she wish to submit a grant application for the project.

Pat Luoto reviewed sections of the MCC annual report that needed completion prior to its submittal to the Mass Cultural Council on/before the February 16th deadline. Stephanie Simard will complete *Section 8 -*

Decisions. Once Debbie Papa is sworn in by Joan Wordell her name will be added to the *Member List* in *Section 3*. Following the submittal of the annual report, Doris Monteiro will send out award letters to the organizations/individuals whose grant applications received funding at the January 19th decision meeting.

Old Business:

Donna Specian shared the screen with members in her review of the council's new website. Donna used Google site templates in creating the website and used royalty-free photos. Her vision is to have actual photos taken by organizations/individuals that have been supported by the HCC featured in the Photo Gallery section of the website. She would also like to have links to those organizations own websites from the Photo Gallery page. Eventually there will be a link on the Town of Hudson website to the HCC's website as well as a link from the MCC website to the HCC's website. Most of the discussion that followed centered on the "Guidelines" page. There were different opinions put forth as to the sequence of the information presented as well as the content that should be included. This is considered a work in progress. What is currently on the page parallels what is included on the HCC page on the MCC website. Member feedback is welcome.

A question came up regarding how to best keep the website up to date. A motion was made by Patricia Luoto and seconded by Dorothy Bagley to allow Donna Specian as Website Administrator to keep the site current and that she would pass changes between meetings among the officers and/or the full council as needed. The members voted 8-0 by roll call to approve the motion.

Stephanie Simard suggested that Donna add a section on the website regarding steps (such as applying for a vendor number, submitting receipts, etc.) grantees need to follow when they have received funding. She will write up the information for Donna to post.

Donna and Stephanie presented a logo for the council to use on the website and on correspondence. It was suggested that once pandemic restrictions are loosened that the council consider contacting Hudson High School and Assabet Valley Regional High School to see whether graphic art students might like to create a different logo for the council.

Community Survey:

Last year MCC waived the LCC's required annual community survey. Should the HCC need to do a survey this year, it will continue to be an online survey as previously done. The survey will be promoted through the town website. Responses from the community would need to be collected and the data analyzed prior to September 1, the MCC deadline for any changes to the council priorities.

Miscellaneous Items:

There was nothing to add to this section of the agenda.

Adjournment:

A motion to adjourn the meeting was made by Donna Specian and seconded by Ellen Kisslinger. The council voted 8 to 0 via a roll call to adjourn the meeting at 8:27 PM.

Future Meeting:

Tuesday, May 4th, 2021 at 7:00 PM – To discuss and finalize the HCC's annual community survey

Respectfully submitted,
Doris Monteiro, Secretary