

Approved January 19, 2021

Hudson Cultural Council Minutes

Meeting Date: December 1, 2020

Location: Zoom Meeting
ID# 856 4112 2485

Members Present via Roll Call: Jennifer Finn, Peter Fiske, Jane Gordon, Ellen King, Ellen Kisslinger (Ex-Officio), Patricia Luoto, Doris Monteiro (Ex-Officio), Stéphanie Plourde-Simard, Donna Specian, Sarah Worrest

Members Absent: Dorothy Bagley

Council Applicant in Attendance: Cheryl Lombardo

The meeting was called to order at 7:02 PM by Patricia Luoto, Co-Chair.

On a motion by Jennifer Finn, seconded by Jane Gordon, the Council voted 8-0 by roll call to approve the minutes of the September 17, 2020 council meeting. Note: As ex-officio members, Ellen Kisslinger and Doris Monteiro do not vote on matters before the Council.

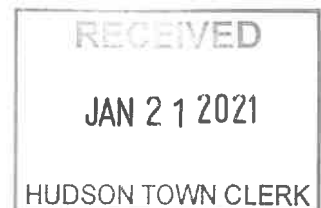
New Business:

Patricia Luoto pointed out the MCC grant cycle dates listed on the agenda. Since the HCC's last meeting, the deadline for completion of Sections 1 and 2 on the annual report and for LCC grant applications has been extended to December 14, 2020. Stéphanie Plourde-Simard reported that the Town Treasurer's office had not received the LCC form from Mass Cultural Council for the reconciliation of funds. MCC will resend the form so that Bill Weagle, the town's Municipal Fiscal Officer, will be able to meet with Stéphanie to complete the form and submit it by the deadline. While the council has not received the amount of the state allocation for FY21, Stéphanie noted that the Town of Hudson has appropriated \$3500 to the HCC for the current grant cycle.

It was determined that a press release stating that Hudson Cultural Council is accepting grants be sent out by Doris Monteiro to area newspapers even though the deadline may be extended by MCC depending on the state budget allocation timeline.

After the September 17th council meeting, Stéphanie contacted grantees who had not submitted requests for reimbursement for FY20 and reminded them the deadline to submit is December 12, 2020. She reported that Jillian Bennett from the Hudson Public Library Children's Room had mailed the request for reimbursement for Grant #35027 *STEM for Tweens with Empow Studios* to the council's mailbox at Town Hall. Stéphanie had not heard from: 1) Nashoba Friends of Music's Grant #39142 for *Nashoba Symphonic Band 2019-2020 Season*; 2) Symphony Pro Musica's Grant #36418 for *Symphony Pro Musica 2019-20 Season*; and 3) Assabet Valley Mastersingers's Grant #29439 for *Concert Season 2019-2020*, but would follow up with an email to each grantee. If grantees do not submit requests for reimbursement by the December 12th deadline, there may be as much as \$2400 of unclaimed funds that would be applied to the FY21 grant cycle. Stéphanie also mentioned that Audio Journal Inc. was contacted and had provided sufficient documentation for their request for reimbursement on Grant #33490 for *Radio-Active Theatre*.

With the hope that MCC will send the FY21 panel books out during their proposed timeline of December 15, 2020 to January 3, 2021, the council set up two future meetings: January 19th and February 9th, which will allow for more than the minimum fifteen days reconsideration process to take place for those grantees who may have received denial letters.



Donna Specian provided the council with a review of the HCC website she has been working on since last meeting. She shared the screen with council members and requested feedback regarding content and format. One suggestion was to give specific steps as to how an interested person could join the council. Another was to make sure the website includes basic accessibility features for users with disabilities and for people who are using screen readers. Donna stated that she had used Google Sites to create the website and that the URL *hudsonculturalcouncil.org* is available and could possibly be purchased as a Google domain for what she estimated to be a cost of a \$12 annual fee. A motion was made by Donna Specian and seconded by Ellen King to appropriate an amount not to exceed \$20 to purchase the URL for the council. The council voted 8-0 by roll call to approve the motion. Donna will continue to work on the website, and Stephanie will work on the council logo. It is hoped that both the website and logo will be reviewed and approved at the next council meeting.

Cheryl Lombardo, who had filled out an interest card to join the council and was in attendance, confirmed that she would like to become a member. A motion was made by Peter Fiske and seconded by Jennifer Finn to put Cheryl's name forward to the Board of Selectmen for appointment. The council voted 8-0 by roll call to approve the motion. Patricia Luoto will follow up with Debbie Papa, who had filled out an interest card but was not in attendance, regarding her desire to join the council. A motion was made by Sarah Worrest and seconded by Stephanie Plourde-Simard to request that the Board of Selectmen appoint Ellen Kisslinger and Doris Monteiro to the council, thus moving their status from ex-officio to active members. Pat and Peter will send a letter to the Board of Selectmen requesting that they consider appointing Cheryl, Ellen and Doris to the council. Town Clerk Joan Wordell will put forward Patricia Luoto and Stephanie Plourde-Simard names for renewal to a second council term to the Board of Selectmen.

Election of officers will take place at the next council meeting. Doris Monteiro is willing to continue as Secretary for the council. Stephanie Plourde-Simard is willing to continue as Treasurer unless someone else would like to come forward. Both Patricia Luoto and Peter Fiske would prefer not to continue as co-chairs and encourage other members of the council to consider this position. Sarah Worrest expressed an interest in continuing on the council as an ex-officio member.

Under Miscellaneous Items, there was discussion regarding how requests for reimbursement should be sent to the council. Traditionally, the HCC has requested that all paperwork for reimbursement be in hard copy to be sent to the HCC mailbox in Town Hall; however, due to the impact of Covid 19 adjustments have been made. Electronic submissions have been accepted especially when a grantee is sending information close to a deadline. Stephanie Plourde-Simard suggested that the only thing she would not want to be sent electronically is paperwork that contains an individual's social security number. That should be sent by postal mail. The council will proceed as it has done in the past requesting that paper documentation be sent since the treasurer needs to maintain grant records. Having the grantee send paperwork saves the treasurer the work and expense of printing the necessary documents.

A motion to adjourn the meeting was made by Jane Gordon and seconded by Donna Specian. The council voted 8 to 0 via a roll call to adjourn the meeting at 9:30 PM.

Future Meetings:

Tuesday, January 19th, 2021 at 7:00 PM - To review grant applications and vote on distribution of FY21 grant money and the election of council officers

Tuesday, February 9th, 2021 at 7:00 PM – To address any reconsideration requests from applicants who were denied funding and to plan for the upcoming year

Respectfully submitted,
Doris Monteiro, Secretary
Ex-Officio