

## Hudson Cultural Council Minutes

**Meeting Date:** April 11, 2019

**Location:** Hudson Town Hall  
3<sup>rd</sup> Floor Meeting Room

**Members Present:** Ellen King, Ellen Kisslinger, Patricia Luoto, Doris Monteiro, Bob Olkin, Stephanie Plourde-Simard, Sarah Worrest

**Members Absent:** Dorothy Bagley, Jennifer Finn, Jane Gordon, Helen Mutti

The meeting was called to order at 7:15 PM by Ellen Kisslinger, Co-Chair.

The minutes of the November 27, 2018 meeting were unanimously approved.

### Old Business:

Under the Review/Update Grant Award Letter Process, Doris Monteiro reported that grantees for FY19 have been asked to email the council when submitting a request for reimbursement so that the HCC mailbox in Town Hall can be monitored for the expected paperwork. It is hoped that this will expedite the payment process. She also suggested that when another entity is involved in receiving a grant in addition to the person/organization submitting the proposal, that they also be notified of the funding that was awarded.

Stephanie Plourde-Simard presented the HCC Computerized Annual Survey in its draft form. The council voted to add two questions regarding demographics to the survey. After discussion the council unanimously voted to spend \$180.00 for an annual membership to Survey Planet for the online survey service which will store data and will allow the council to export information for analysis. Stephanie will check with personnel at Town Hall regarding the process of purchasing this service. It was decided that if the service can be purchased in the near future, that the survey would go online at the beginning of May and would run for two months with a proposed end date of June 30, 2019. This timeframe may be adjusted depending on the process of paying for the survey service.

Patricia Luoto presented a Distribution Plan for the HCC 2019 Community Survey. After discussion the council unanimously approved of the proposed plan. Various members of the council will sign up on Google Docs to contact different agencies to request posting of the survey link on their media platform.

### New Business:

Hudson Cultural Council's involvement with ArtFest Hudson which will occur on Saturday, May 4, 2019, was discussed. It was decided that Ellen Kisslinger will contact Cathi Carlino, former Co-Chair, to see if she has the informational materials that were used at last year's ArtFest event. Sarah Worrest will contact the River's Edge Arts Alliance for further information regarding the council's presence at ArtFest. Ellen and Sarah will report back to the council members via email.

No dates for future meeting of the council were set at this time.

The meeting adjourned at 8:47 PM.

Respectfully submitted,  
Doris Monteiro, Secretary