

Meeting Minutes
Weston Cultural Council
Online via Zoom
September 16, 2020
7 p.m.

WCC Members Present Online: Paul Angiolillo, Tom Kilgallen, Christine Martin, Jacob Sagrans, Sonali Tambe.

1. Call to order.

Co-Chair Chris Martin called the online meeting to order at 7:03 p.m. and began recording the proceedings. She read the Town policy for online remote meetings which provides protocol for setting up these meetings and guidelines for conducting a meeting from a legal compliance perspective.

2. Resident comments.

There were no online resident comments.

3. Assigning secretary

Sonali Tambe was the secretary for the meeting.

4. Review and approve the minutes from August 19, 2020

The minutes from August 19, 2020 were duly reviewed, and approved. They will be submitted to Town Hall and posted in the Council's Google document folder.

5. Treasurer's report

Tom reported that he has submitted Discovery Museum receipts and they will be reimbursed shortly.

The council has received a matching grant from the town for the upcoming year. We are waiting for the MCC award to come in. MCC has not finalized their budget yet. We have always asked the town for the matching amount in the past and the town has always paid that. Town has already paid that money to WCC regardless of what MCC pays.

Within a month we have to start submitting what we need for the following year so that amount is included in the town budget for next year. The council will have to work on it soon.

During the normal cycle the council makes a case for money a year prior. MCC notifies us of the amount they will pay next year. We go to town and request for the matching amount. The sum of these two grants becomes the amount available for all applications coming in.

No outstanding invoices are received by Tom. Anthony might send \$700-800 to Lands Sake. They have submitted an invoice for half the amount that they were awarded. Tom asked what to do with the rest of the amount. If they are not planning to use the remainder then that amount will have to be included in the unencumbered bucket and include it in the next year's granting cycle.

6. Check In: Status of 2020 grants

Members reported on the various organizations/performers with whom they've been in contact.

- Christ reported that Anthony was talking to the Friendly Society. He is encouraging them to submit any expenses that they may have incurred. They had one middle school show

scheduled but had to cancel. They may have had expenses for costumes and sets and such.

- Paul has no update from his two grantees. Paul said that Anthony has emailed all grantees and may have received updates directly.

7. Press Release

Paul has drafted an outreach letter that will be sent to local papers. He will clean up the Applicant Outreach List and send the letter to all contacts on the list. He will also share the list with the members using Google Docs. Paul asked everyone to add other organizations or people who may want to apply. Paul asked to get some images of programs to include in the outreach letter.

Tom suggested that the email address where grant applicants can send questions could be changed. Chris said the zip 02493 on the email address helps identify the address as Weston CC email address. So it was decided to keep the existing email address.

8. Parameters for FY20 extensions re MCC

MCC suggests the grantee use the money till July 1, 2021. But they also encourage that there be no cancelations and that the local councils work with the grantees to have their events either online or some other way. If the grants are unused, they ask us to refund the money. Tom suggested that we give our grantees till labor day weekend of 2021. We may have overlap of prior year events. Chris asked if the fiscal year of town has any implications. Tom explained that it is not difficult to manage money from different years. But he will talk to Susan Kelly and confirm it. Voting on this matter was deferred until Tom clarifies this with the town.

9. Review upcoming new grant cycle timeline

Chris explained that everything is shifted by a month. In the past we have looked at November and December to vote on it. But this year it may not happen till January.

As soon as we have all the grant applications, we will find time to get together and decide on who to award them.

Chris speculated that December or January is when we can meet to vote on the grantees.

Tom said it is important to meet in December to review applications. We have to send denials before awarding the grants. This timeline may get modified as well but it is better to meet in December.

10. Next meeting date and adjournment

The next meeting will be held online on Wednesday, October 21, 2020 at 7:00 p.m. Meeting was adjourned at 7:40 p.m.