

Meeting Minutes  
Weston Cultural Council  
Online via Zoom  
January 11, 2022 at 7 p.m.

WCC Members Present Online: Paul Angiolillo, Marilyn Hirsch, Christine Martin, Jamie Peebles, Jacob Sagrans, Sonali Tambe.

**1. Call to order.**

Co-Chair Chris Martin called the online meeting to order at 7:05 p.m. and Sonali recorded the proceedings. Chris read the Town policy for online remote meetings which provides protocol for setting up meetings and guidelines from a legal compliance perspective.

**2. Resident comments.**

There were no online resident comments.

**3. Assigning secretary**

Chris Martin was the secretary for the meeting.

**4. Review and approve the minutes from November 30, 2021**

The minutes from November 30, 2021 were duly reviewed. Chris suggested adding a comment about fundraising by the Council and Jamie's offer to host an event in the future if the Council wanted to. The minutes were approved and will be submitted to Town Hall and posted in the Council's Google document folder.

**5. Treasurer's report and review of reimbursements**

In Tom's absence, Chris gave an update on the reimbursements he is working on with Land's Sake and the Spellman Museum. Members should continue to remind their 2021 grantees to submit expenses in a timely manner once their projects are completed. Projects should be completed by March 2022, one year from the approval of 2021 grants.

Tom also said it would be good to identify a new Treasurer to transition with this year. That member would handle all of the grants under the new direct billing system and Tom would continue to handle the remaining reimbursements until they are completed.

Regarding funds available for 2022, there is \$10,000 available for grants (total requests were for \$22,650). There also is \$71.22 set aside for administrative expenses. Tom had suggested we allocate some of the money available for granting for administrative use, such as a reception in the spring to introduce current and new grant recipients to town officials and other guests. Chris said her understanding from reading the requirements of the MCC for a Council Grant was that money cannot be used for a grantee reception. There was some discussion about other interpretations of the criteria. It was decided to award the \$10,000 to grant applicants, since the council was not prepared to submit the

detailed description of such an event at this time.

Chris noted that Tom would like to review and approve the contract that will be sent out with approval letters once decisions are finalized. Because reimbursements will be distributed up front, the contract will ensure that recipients complete their project as outlined in the application, or forfeit the funds. Chris suggested that Tom and she and whoever else was interested would review the contract in the next few days before it is sent to the approved recipients. Chris will email a copy to all members before it is sent.

#### **6. Update on 2021 grants**

There were no updates to current grants.

#### **7. Review of the allocations for the approved 2022 applications.**

At the November 30 meeting, the available funds were allocated to the approved grants with a small amount - \$1225 - held back in the event a denied applicant appealed the decision after notification. No requests for reconsideration were received during the 14 day waiting period.

Chris suggested that the remaining funds be distributed among the 15 approved grants so that each recipient be awarded at least 60% of their requested amount. Some exceptions were discussed and the final allocations were approved by the members. Chris will enter the amounts in the MCC tracking system, once Sonali has reviewed them, and they will be sent via email to the applicants. REcipients will be notified through the online system, followed by individual emails sent by WCC to each recipient with the guidelines for fulfilling the grants, the contract to be signed, and a W9 form to be filled out and returned. Checks will be distributed by the town once the paperwork is received.

Members will be expected to follow the grantees who were approved to assure they fulfill their obligations, including publicizing their project or event and acknowledging the support of the MCC and WCC.

#### **8. New Business**

There was a brief discussion of the members' terms and the number of new members to be recruited for this spring. The current roster of 8 members has worked well since each council must have at least 5 members at a meeting. Paul noted the need for someone to assume the communications needs of the council, including writing press releases, posting information on Facebook, and soliciting applications for grants.

#### **9. Next meeting date and adjournment**

The next meeting will be held Tuesday, March 1, 2022, at 7:00 p.m. online. Meeting adjourned at 8:05.