

Meeting Minutes
Weston Cultural Council
Online via Zoom
April 21, 2021
7 p.m.

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

1. Call to order.

Co-Chair Chris Martin called the online meeting to order at 7:09 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 March 2021

The minutes from March 2021 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

Chris explained that our treasurer, Tom Kilgallen was out of town so couldn't attend the meeting. She has sent the summary of current grants and the money that we received from the state and the town to be awarded to the new members Marilyn and Jamie. We do not have endowments so we operate on a year by year basis. This year state gave us \$4900 and the town gave us \$4800. Then there are leftover unencumbered funds from the previous year where a couple of grants were not fulfilled due to the pandemic. So we had \$11,505 available to award. That stands as the current treasurer's report. We are starting to see the reimbursement forms from grantees who have fulfilled their grants. Chris will check with Tom to make sure he has collected them from the town hall.

6. Welcome new members

Chris welcomed our new members Marilyn Hirsch and Jamie Peebles. She expressed that we are glad to have people with good skill sets and asked them both what attracted them to volunteer for this committee and how they plan to help us. Marilyn said that she ran the Creative Arts Committee for the Weston schools for 3 years. She was part of the committee for many years. She is familiar with arts organizations and grants processes. Theatre is her passion and she is a writer herself. Arts is important to her so this was a good way to contribute. Jamie explained that she has a background in arts from pre college years. She was a professional photographer. She ran a commercial art studio. She taught television production at Boston University for 5

years. She has been around art all her life and it is her passion. She is looking forward to engaging with the art community in Weston and supporting people in their artistic endeavours.

7. Update on 2021 grants

Chris explained to new members that at this point we look at the grants we have given and see if any of the committee members have anything to report from the grantees. We had 21 grant applications. Each of the 7 committee members were given 3 applications to review and out of those we selected 16 applications. Each committee member is then responsible to follow the progress with their applications. Our previous committee chair Anthony who just retired was assigned 1 grantee. Chris expressed that she hopes that our new members will be willing to take responsibility for it. They just have to be keep in touch with the organization and report to committee with the progress they have made with their grants. The project is about a video production for children about Norumbega tower by Charles river. Jamie said that since this is a video project, she would like to be involved in it. Chris had nothing to report from her grantees. She encouraged members to remind the grantees to include Weston Cultural Council when they do the publicity. Marilyn asked if they are required to put any signage at the events. Chris said that when the events were happening in person, we had a sign they could use. Paul reported that at the recent event he attended at the Arts and Innovation Center, they thanked WCC for the support. Marilyn asked if there is a standard communications protocol that we can use to remind the organizations about this requirement? Paul said that he has not seen such procedure during the 2 years that he has been on the committee. Sonali reported that LCC's website has a document that outlines various ways acknowledgments can be done before and at the event. Paul agreed that that document is well structured. Sonali said that she forwarded that document to Joel Angiolillo when he enquired about how to fulfill this requirement for the mural project. Paul reported that he recently read an article in Wicked about the Rail Trail Murals but there was no mention of WCC. In this case it was really the responsibility of the writer and editor of the article to make sure the source of money is acknowledged. Marilyn suggested that contacting the organizers just before the event might be the best way to ensure WCC is acknowledged. The committee agreed that it was a good approach. Sonali also reminded us that in our initial email about grant awards, we have mentioned the publicity requirement and that we hope that will be fulfilled by all awardees.

8. Planning for community survey to set Council priorities in 2022

Chris explained that this is our next big task. We will be conducting a survey to make sure that our priorities match with what the residents want us to provide. The last survey was done in 2019. We are supposed to repeat it every 3 years. Chris found a link to the Survey Monkey form from last time. The form included the type of programming people want, the time of the day, day of the week they prefer to participate in activities that are offered. She will copy and paste the form for us to review. She said it will be a good idea to see how our current year is being received by residents. We can watch to see if they are attending the programs. We can then tailor our questions in the survey to get more information. She said that she hopes Jamie could provide her expertise in this area. Jamie asked how do we get our list to reach people? Chris said

that there are copies of the survey kept at the library and at the council of aging, we advertise with a link in local papers or send people a link via the any listserv that residents may have signed up for. She said that there is a window of 6-8 weeks for people to respond. Jamie asked if we don't have a mailing list of people ourselves, is there any plan to acquire a mailing list? Chris said that we could dovetail the tax bill mailing. Jamie said that if we can get on any town publication, that will be helpful. It will be good to collect names from people who attend the events so we can create our mailing list. Chris said they have never done this actively. Paul said that he has a mailing list that he has inherited and then cleaned up. But it is a list of artists and organizations related to arts in the Boston area. Paul also said that we can use the Facebook page that he maintains and the link can be published on it. Jamie asked if we use Instagram. Chris said there is not one. The graphics seem to be a hindrance. More people use Instagram. Marilyn suggested that each grant must have some visuals that can be used for Instagram.

9. New business

Jamie asked how to get herself familiar with the committee's work. Paul said there is a handbook on MCC's website. Chris has already sent her the grant application book. Jamie will familiarize herself and ask questions as needed.

10. Next meeting date and adjournment

The next meeting will be held online on Wednesday, May 19 2021 at 7:00 p.m. Meeting was adjourned at 7:40 p.m.