

Meeting Minutes
Weston Cultural Council
Town Hall
June 12, 2019
7 p.m.

WCC Members Present: Anthony Butler, Raquel María Halty, Frank Parker, Jacob Sagrans, Christine Martin, Sue Remkiewicz, Paul Angiolillo

1. Call to order

The meeting was called to order at 7:07.

2. Resident comments

There were no resident comments.

3. Assigning secretary

Raquel was the secretary for the meeting.

4. Review and approve the minutes of May 15

The minutes were approved.

5. Treasurer's report

There was no treasurer's report. Paul mentioned that he had spoken to Tom . See Paul's take on that conversation under # 7 below on the issue of capital expenditures.

6. Finalizing roles

Chris has agreed to be co-chair.

Jacob has agreed to be grant coordinator.

Paul has agreed to be co-secretary

Frank has agreed to be education coordinator

7. Talk with Timothea Pham, MCC

Anthony and Chris spoke with Timothea Pham of the MCC and discussed a number of issues, among them:

- Grantee Reception

“Other councils have held them at community spaces (library, local businesses, community centers etc) in order to celebrate grant recipients. You can choose to use this reception to introduce the next round of applications or to do something in regards to community input. (The Weston Innovation Center will be a good resource in my opinion).

- a. For food and beverages, getting sponsorships from local businesses are helpful (not only to keep costs down, but to also raise your profile and reach others in the community).
- b. For costs: **Council Administrative Funds. LCCs may spend up to five percent** of their state allocation each funding cycle for administrative expenses, such as paid staff, postage, stationery, and publicity. Any locally raised money or interest earned from state funds may be used for administrative expenses without being subject to a percentage limit. Local Cultural Council members cannot receive compensation, but can receive reimbursement for expenses. Together the LCC and the municipality should determine specific policies and procedures for reimbursing members for expenses. While LCCs may use administrative funds to purchase refreshments for public events, such as grantee receptions, LCCs cannot use administrative funds to purchase food for standard LCC meetings, such as grant cycle voting meetings. **LCCs should calculate the amount of administrative funds at the beginning of each grant cycle when they calculate the amount available for granting.** Any administrative funds from the prior grant cycle, which have not been spent, or are not encumbered for specific pending expenses, should be treated as unencumbered money and should be regranted.”

- 18 month calendar

“18 month calendar: I just spoke to my supervisor and she stated that LCCs must follow the [Grant Cycle Timeline](#) (page 13). However, when you submit your council priorities by September 1st, you can state something like, “Applications will be accepted for projects taking place between January 1 and December 31, 2019,” or any timeframe of the council’s choosing, to let people know your intentions.”

We voted that we would add some language to the above statement that she proposes, such as: “We prefer applications for projects taking place between January 1 and December 31, 2020, so that members of the WCC can attend.” The vote was unanimous.

- Capital expenditure

She felt that this should be discussed by our members, in particular the Treasurer, to decide on how much to allocate to capital expenditures versus performances or events.

Paul mentioned that he had spoken to Tom and that they had discussed the issue of allocation of grants for capital expenditures vs performance, or educational events. Paul gave us his opinion which is that we should evaluate on a case by case basis.

- Grant Pilot Program

This was discussed. The MCC is pleased by how it went. It seems that it would facilitate things as grantees would receive the funds up front, i.e. on approval of their grant. It also might well encourage more applicants. However, two questions arose regarding accountability: 1. What would happen if the grant was paid out and something occurred, and the performance or event did not take place? 2) Would we at any time be faced with trying to obtain receipts after the fact for any reason? The consensus seemed to be that it would be even harder than it is now when the receipts have to be produced in order for the grantee to be issued a check.

Anthony will check on this issue and get back to us.

8. Capital expenditure vs. Projects

See under # 7. We will discuss this once again when Tom is present.

9. Priorities

Since not everyone had been able to access the survey results, we will discuss the results and establish our top priorities based on these results.

10. New business

There was no new business.

11. Set the date for the next meeting.

The next meeting will be on Wednesday, August 21st at 7 p.m.

The meeting was adjourned at 8:02.