

Hubbardston Cultural Council Meeting Minutes

August 14, 2023

Start time: 7:06 pm

End time: Not recorded

Attendees: Jonathan Brinker (Chair/Treasurer), Laura Foley (Secretary/PR), Bob Cronin (member), Melissa Kaul (member)

Note: *Lori Engle, immediate past Treasurer of the HCC, was an audience member and contributed helpful information to the meeting, noted below.*

- We did not approve the previous meeting's minutes, as they were unavailable.
- No old business to review

Council Membership Status

- **Departures:** Bill and Donna Shea, Lori Engle, Sarah (?)
- **Interested:** Ellen (playing phone tag, no response to texts and email); Jonathan's neighbor might be interested

Grantee Updates

- Henry the Juggler recently performed at the Rec Field during a summer concert
- Denis Cormier rescheduled his gig from May 17, 2023 to Dec 15, 2023
- Remaining for 2023: Magical Potter's Wheel at field day; two artists via HubbardstonLions Club

Review and Vote Required Council Roles

- Described roles of Chair, Secretary, and Treasurer.
- The Chair and Treasurer shouldn't be the same person, but Jon will try based on the low number of HCC members. Jon expressed an interest in finding a Chair so he can remain the Treasurer
- Laura volunteered to be the Secretary

Treasurer's Report

- Jon reported on funds on hand, encumbered funds (did not note amounts, but we remain in the black)
- HCC must submit the September financial report to the Massachusetts Cultural Council by Sep 30, 2023
- Laura and Jon cosigned Henry the Juggler's reimbursement form

Chair's Report

- Reviewed 2023 program guidelines. We have until Aug 31, 2023 to submit HCC's policies, which will be the same as last year's because without a quorum of five members we can't vote on policy changes.
- **Reviewed schedule:** Applications accepted 9/1–10/17. Voting 11/1–12/31. Denials go out 12/31. Denied applicants have until 1/17/24 to try again. HCC's deadline to send out acceptance letters is 1/17/24.

Online Access

- Laura committed to updating the HCC Facebook page and pages on the [Hubbardston Town website](#).

Input from Immediate Past Treasurer, Lori Engle

- The Town of Hubbardston hasn't yet published the fiscal year reporting, even though their deadline was June 30, 2023.
- Until HCC elects a Treasurer, the Town won't release the report. Jon will contact Hanako for advice.