

Hubbardston Cultural Council Meeting Minutes 10/09/14

Meeting started: 6:00 p.m.

Attendees: Carla Jones, Laura Milko, Thomas Milko, Cindy Nordstrom

Recruitment

Review the Member List. Current active members are the attendees. Cindy Nordstrom has given a verbal indication that she will submit a resignation before the end of the year and the next voting period. Recommended that she print it out and stick in the Cultural Council mailbox for Carla to hand off. Selectboard meets on the 20th. Written resignation needs to be submitted before then. Laura Foley has submitted her resignation since our last meeting and her position is open.

Laura talked to Jennifer Atwood from the Mass Cultural Council. The Cultural Council requires five active members in order to vote. These members must be sworn in before the end of the year so that voting on the current grants can take place. The new members cannot serve on a voted position within the town. For example, if you are voted into the Library Board of Trustees you cannot be a Cultural Council Member.

This brought about a brainstorming session on how to recruit new members.

- Each council member to contact people on a personal basis (email, phone, etc.) to discuss interest in the Cultural Council.
- Re-engage past members – Laura/Carla
- Posters for recruitment – Carla
- Barre Gazette – Laura
- Hubbardston Facebook – Laura
- Cable – Carla
- Town Website – Laura
- Rainbows End Playground Highway Sign – Laura/Carla

Discussion about age limitations for Cultural Council Members. No limit with the Mass Cultural Council. Laura to check with the town to see if there is a limit with the town.

If we cannot get enough people within a reasonable time the town will need to appoint members as required.

To prevent this from happening again, additional members are required. Unfortunately there are only 5 members allowed because of the recently instituted Town Charter. The previous member count was 9. Had a discussion about how to increase this value on in the Town Charter. Laura to follow up with the Town Administrator.

Community Questionnaire:

We are required by the Mass Cultural Council to perform a Community Questionnaire every 3 years. We are not due until next year but did have a discussion on what was done in the past, the poor feedback and brainstorm on suggestions for next year. In the past Survey Monkey and printed surveys were used resulting in zero feedback. We discussed the options of enticing feedback from the surveys by adding an incentive such as a gift certificate from a randomly selected participant. Laura to check with the Mass Cultural Council to ensure that this is allowed. In the meantime a vote to move \$50.00 to administrative for potential use on the Survey was taken and approved. These funds are set aside to be used during a future meeting around the survey based on the feedback from the Mass Cultural Council.

Local Funding Guidelines:

We meet the requirements through use of posters and the website:

Establishing local priorities and guidelines for the review of grant applications. *The Hubbardston Cultural Council encourages local artists to apply for grants and strongly considers those linked with local presenting groups. Grants with the greatest community impact are often given priority.*

Publicize the Grant Program:

We meet the requirements through use of posters, the cable channel and the website.

Promoting local awareness of their programs; involving the public availability of funds; publicizing the names, addresses, and telephone numbers of the local council office or contact person; communicating with grant applicants and recipients.

Budget

Voted and agreed that the current availability of funds for Granting for 2015 is \$4462.46. A vote to move \$50.00 to administrative for potential use on the Survey was taken and approved. Balance \$4412.46.

Discussed Carla's current activity of trying to contact the individuals who have completed the requirements of the grant but have not yet submitted for re-imbursement. Carla to follow up this week via email to Jayne from the Library and Russell from Maplewind and Theatre.

Discussed adding an additional line to the approval letter that suggests requesting re-imbursement within 6 weeks of completing the event. Carla to implement.

Other Business

Laura read the letter from the Mass Cultural Council to the Town to express the need for 5 active members at a minimum. This will help solidify the request that should go forth to change the Charter to include additional members.

Where to list the approved grants publicly:

Barre Gazette, School Newsletter, Hubbardston Website, Hubbardston Facebook Page

Do we need a Facebook Page just for the Hubbardston Cultural Council? Decided to table discussion until we have additional members.

We are required to attend events.

- Suggested that we determine which events to go to during the voting meeting
- Add the following to the approval letter – let council know when program is to take place. Carla to add to approval letter.

Modification of Approval Letter

In addition to the previous 2 items, Carla will also add a blurb about where to advertise events

QR code to be added to posters so that the website will come up when scanned.

Meeting concluded: 7:30 p.m.

Approved at November 20 2014 meeting

Respectfully Submitted

Carla Jones

Laura Milko

Thomas Milko