

## Hudson Cultural Council

### Minutes

Meeting Date: August 22, 2023

Location: Zoom Meeting  
Meeting ID: 84437853370

Members Present via Roll Call: Lawrence Fine, Peter Fiske (joined at 7:05 pm), Lindsay Kelkres, Ellen Kisslinger, Cheryl Lombardo, Patricia Luoto, Doris Monteiro, Leia Owen, Debbie Papa, Donna Specian

Members Absent: None

The meeting was called to order at 7:02 PM by Donna Specian, Chair. She welcomed Leia Owen as an official member of the Hudson Cultural Council. The April 25, 2023 minutes were amended to include Cheryl Lombard in the attendance record. On a motion by Doris Monteiro and seconded by Pat Luoto, members voted 9-0 by roll call to approve the revised minutes of the April council meeting.

### Old Business:

**Treasurers' Report** – To date seven grantees have not submitted their FY23 final reports. These include: Assabet Valley Chamber of Commerce, Discovery Museum, Green Hudson, Hudson Cultural Alliance, Hudson Division of Recreation, Hudson Public Library Children's Room and Virginia Thurston's Healing Garden. Debbie Papa and Cheryl Lombardo reported that they received the final report from the Massachusetts Educational Theatre Guild, Inc. after two certified letters were sent requesting the report.

Peter Fiske, who was aware of the Green Hudson grant, offered information regarding the fact that the proposed climate mural could not be done as originally laid out in the grant application. The building owner did not want the mural to be painted on panel boards that would then be mounted to the building. He wanted the painting to be done directly onto the wall of the building. Green Hudson is concerned for the safety of the students who would need to paint at a high level and is therefore looking for another location. Members suggested that Green Hudson request an extension to their current grant to allow them time to find a new building. Peter was to forward this message to the appropriate applicant.

The Treasurers reported that there is \$1575 in encumbered funds due to the fact that two grantees did not claim all of the money allocated to them in their grant approval. If these funds are not requested before the November 30, 2023 deadline, they will then be applied to the FY2025 grant cycle.

The Financial Report is due to Mass Cultural Council by October 17, 2023. This will determine the funds to be distributed in the FY24 cycle.

### New Business:

**Funding Model:** After a discussion regarding the pros and cons of both the reimbursement and direct grant funding models, a motion to adopt a reimbursement model for FY24 was made by Doris Monteiro and seconded by Peter Fiske. To eliminate confusion as to what a member was voting on, it was suggested that each member state his/her choice of "reimbursement" or "direct" when voting. Via roll call, seven members (Lindsay Kelkres, Ellen Kisslinger, Cheryl Lombardo, Patricia Luoto, Leia Owen, Debbie Papa, Donna Specian) voted for a direct model and three members (Lawrence Fine, Peter Fiske, Doris Monteiro) voted for a reimbursement model. The HCC will use a direct funding model for the 2024 grant cycle.

**Community Survey / HCC Funding Priorities and Guidelines:** The next order of business was to review and possibly change the Hudson Cultural Council Guidelines and Funding Priorities based on the results of the 2023 community survey. The members went through each guideline and funding priority offering suggestions for

changes to be voted on as a block at the end of the discussion. There were no changes made to Guidelines 1 through 5 or to any of the eight Funding Priorities.

The previous Guideline Number 6 was renumbered to become Guideline Number 8. The wording was edited from:

6. When a grant is awarded, but the project has not been completed for any reason, **the funds must be returned to the HCC.**

To read as follows:

8. When a grant is awarded, but the project has not been completed for any reason, **the funds must be returned to the HCC** and if not, future grants will be denied.

The following were proposed new guidelines:

**6. Grant Agreement forms and W9 forms must be received by the HCC via post mail no later than December 31 in the year the award was given. The grant will be considered null and void and no monies awarded if the required paperwork is not received by December 31.**

7. If for any reason the original project needs to be altered, the grantee must submit a written request to the HCC for its approval.

9. If a grantee does not submit their final report and the required supporting documentation within the two-week framework after the completion of the project, future grants will be denied.

The proposed changes to the HCC Guidelines were included in a motion made by Doris Monteiro and seconded by Debbie Papa. Via roll call the council voted 10 to 0 to accept the changes. Before the September 1<sup>st</sup> deadline, Donna will edit the HCC guidelines on the MCC website to reflect the changes mentioned above.

**Hudson Cultural Alliance Grant FY23-LCC-25799 Change Request:** The Council reviewed a letter submitted by Thomas Desmond, President of the HCA, requesting permission to change their original plan from Armory programs supporting *Hudson's Holiday Stroll* to one that supports *Arts Around the Armory - Summer Series 2023*. After discussion, Doris Monteiro made a motion, seconded by Cheryl Lombardo to approve the proposed change. On a roll call vote of 9 to 0, the motion passed. Due to a potential conflict of interest, Pat Luoto abstained from the vote. Donna will contact the Hudson Cultural Alliance regarding the approval.

### **Miscellaneous:**

- Donna reported on HCC's participation at the Hudson ArtsFest.
- Donna let council members know that if they make council purchases that would be taxed, they should borrow the tax-exempt certificate from her; otherwise, they will not be reimbursed for taxes paid.

### **Future Meetings:**

The following meetings are to be held at 7:00 PM on Zoom:

Tuesday, November 7, 2023 – Grant Voting Meeting

Tuesday, November 28, 2023 – Reconsideration Meeting

Tuesday, January 9, 2024 – Election of Officers

**Adjournment:** A motion to adjourn the meeting was made by Donna Specian and seconded by Pat Luoto. The council voted 10 to 0 via a roll call to adjourn the meeting at 8:33 PM.

Respectfully submitted,  
Doris Monteiro, Secretary