

Approved January 9, 2024

## Hudson Cultural Council

### Minutes

**Meeting Date:** November 14, 2023

**Location:** Zoom Meeting

ID# 812 6495 0003

**Members Present via Roll Call:** Lawrence Fine, Peter Fiske, Lindsay Kelkres, Ellen Kisslinger, Cheryl Lombardo, Patricia Luoto, Doris Monteiro, Leia Owen, Debbie Papa, Donna Specian

**Members Absent:** None

**Others in Attendance:** Anthony Monteiro

The meeting was called to order at 7:00 PM by Donna Specian, Chair. She thanked Pat Luoto and Cheryl Lombardo, who are leaving the Council, for their years of service.

On a motion by Debbie Papa and seconded by Peter Fiske, the members voted 10-0 by roll call to approve the minutes of the August 22, 2023 council meeting.

#### **Old Business:**

Debbie Papa announced that the total amount to grant for Fiscal Year 2024 is \$20,079. She also reported that there is \$600 set aside for the council's administration funds. Currently, there are two grantees from FY2023 who have not submitted final reports. These would be the Assabet Valley Chamber of Commerce Inc. Grant # *FY23-LCC-38711* \$500.00 for *Market Music* and the Virginia Thurston Healing Garden Grant # *FY23-LCC-35508* \$750.00 for *Writing Your Way Through Cancer*. Debbie will reach out to both grantees to remind them to send in their Final Reports to the Council.

The council members agreed that after this follow-up to the 2023FY grantees, there would be no more reminders to applicants for the Grant Agreement form and/or the W-9 form, nor will there be reminders sent to request Final Reports from the grant recipients in the future. The August 2023 revision of the HCC's Guidelines and Funding Priorities, which will be sent to the FY2024 grantees, clearly states consequences for grantees not meeting deadlines.

Donna Specian updated council members regarding Green Hudson's request for an extension for the *Climate Mural* Grant FY23- LCC-45363 for \$1,550.00. Per the Mass Cultural Council's *LCC Guidelines "Grant Extensions and Modifications"* section, a subcommittee of a minimum of two members can review and approve the request. On September 6, 2023, the four HCC officers reviewed the request and decided to grant Green Hudson an extension of their grant through June 30, 2024.

#### **New Business:**

The next order of business was to review the FY24 grant applications. Donna Specian gave an overview of the procedure the Council would follow in reviewing and discussing the submissions. She encouraged members to keep the HCC's Guidelines and Funding Priorities in mind when discussing the proposals. A spreadsheet reflecting the MCC's panel book list of grant applicants and requested amounts was shared on Zoom with all attending the meeting. There were 29 grants requesting a total of \$37,425.00 to review with \$20,079 available to award.

An initial screening of each application consisted of “qualify” or “do not qualify” based on council funding priorities and/or local guidelines. It was determined that fourteen of the twenty-nine applications fell into the “do not qualify” category. After discussion, the council members stated a reason for denial on each grant that would not receive funding.

A motion was made by Peter Fiske and seconded by Debbie Papa to deny funding to the following grant proposals for the reasons listed below. The motion passed with a roll call vote of 10 to 0.

- **FY24-LCC-56355** Addiction Referral Center, Inc. – No valid local sponsor letter was included with the application
- **FY24-LCC-72314** Chen, Hudson – No local sponsor
- **FY24-LCC-59872** Maichack, Gregory – No local sponsor
- **FY24-LCC-62659** Maloney, Scott – No valid local sponsor letter was included with the application
- **FY24-LCC-67118** Nashoba Symphonic Band – Applicant failed to submit a final report from a grant awarded in FY2022. HCC must receive that report before considering future grants.
- **FY24-LCC-66889** Northborough Area Community Chorus - Your project did not provide enough public benefit for our community compared to the other proposals we received.
- **FY24-LCC-71958** Plaisance, Anne - Your project did not provide enough public benefit for our community compared to the other proposals we received.
- **FY24-LCC-57906** Senior Smilez, Inc. - No valid local sponsor letter
- **FY24-LCC-60635** Smith, Patrick – No local sponsor
- **FY24-LCC-58026** Souza, Daniela- No valid local sponsor letter was included with the application
- **FY24-LCC-60250** Stockwell, Bernadette - No valid local sponsor letter was included with the application
- **FY24-LCC-70548** The Musary, JRP Inc. - No valid local sponsor letter was included with the application
- **FY24-LCC-70151** Westford Chamber Players, Inc. - Your project did not provide enough public benefit for our community compared to the other proposals we received.
- **FY24-LCC-71139** Westwater Weekes, Naomi - No valid local sponsor letter was included with the application

The council proceeded to review and discuss the grants that qualified for this funding cycle all the while deciding which grants to partially or fully fund giving priority to those projects within Hudson. Due to a concern with a potential conflict of interest, two grants were removed from the list that was to be voted on as a block.

When voting on the grant submitted by the *Hudson Cultural Alliance, Inc.* #FY24-LCC-66158, Pat Luoto abstained from the vote due to a potential conflict of interest. Donna Specian made a motion, seconded by Debbie Papa to fund the grant with an award of \$3500. The motion was approved via a roll call vote of 9 to 0 with one abstention.

Citing a potential conflict of interest, Leia Owen abstained from the vote on grant #FY24-LCC-61944 submitted by the *Hudson High School Drama Society*. Peter Fiske made a motion, seconded by Cheryl Lombardo to fund the grant with an award of \$4550. The motion was approved via a roll call vote of 9 to 0 with one abstention.

A motion was made by Doris Monteiro and seconded by Patricia Luoto to vote the qualifying grants in a block via a roll call vote. The council voted 10-0 by roll call to approve the motion. The fifteen grants included in the motion were:

- \$100 for *Assabet Valley Camera Club* # FY24-LCC-66134
- \$100 for *Assabet Valley Camera Club* # FY24-LCC-66247
- \$500 for *Assabet Valley Chamber of Commerce, Inc.* # FY24-LCC-67984
- \$1,099 for *Assabet Valley Mastersingers, Inc.* # FY24-LCC-59969
- \$200 for *Boys and Girls Club of MetroWest, Inc.* #FY24-LCC-56715
- \$3,050 for *C.A. Farley Elementary School* # FY24-LCC-61970
- \$400 for *Discovery Museum, Inc.* # FY24-LCC-63378
- \$3,825 for *Hudson Division of Recreation* # FY24-LCC-63223
- \$600 for *Hudson Public Library* #FY24-LCC-61440
- \$705 for *Hudson Public Library* # FY24-LCC-65502
- \$350 for *Hudson Public Library* # FY24-LCC-65536
- \$300 for *Sounds of Stow, Inc.* # FY24-LCC-63446
- \$800 for *Virginia Thurston Healing Garden, Inc* # FY24-LCC-61276

MCC regulations require that once LCCs generate the denial letters that a reconsideration period of fifteen days be observed before completing their annual reports after which time the approval letters can be sent out to grantees who have received funding.

Donna Specian announced the names of the members who would like to continue as officers for the next calendar year. She stated that she would continue as Chair; however, Donna is looking for someone to join her as Co-Chair for 2024 so that individual could learn the process and become Chair when Donna ends her second term at the end of 2024. Debbie Papa will continue as Treasurer, and Doris Monteiro will continue as Secretary.

**Adjournment:**

A motion to adjourn the meeting was made by Patricia Luoto and seconded by Lawrence Fine. The council voted 10 to 0 via a roll call to adjourn the meeting at 8:29 PM.

**Future Meetings:**

**Tuesday, December 12<sup>th</sup>, 2023** at 7:00 PM via Zoom – Grant Reconsideration Meeting

**Tuesday, January 9<sup>th</sup>, 2024** at 7:00 PM via Zoom – Election of Officers; Select dates for Spring Meetings

Respectfully submitted,  
Doris Monteiro, Secretary