

Approved March 26, 2024

## Hudson Cultural Council

### Minutes

**Meeting Date:** January 9, 2024

**Location:** Zoom Meeting  
ID# 858 0822 5460

**Members Present via Roll Call:** Lawrence Fine, Lindsay Kelkres, Ellen Kisslinger, Doris Monteiro, Leia Owen, Debbie Papa, Donna Specian

**Members Absent:** Peter Fiske

The meeting was called to order at 7:03 PM by Donna Specian, Chair.

On a motion by Lindsay Kelkres and seconded by Debbie Papa, the members voted 7-0 by roll call to approve the minutes of the November 14, 2023 council meeting.

#### **Old Business:**

Debbie Papa announced that 12 of the 15 grantees returned their Grant Agreement and W-9 forms by the December 31, 2023 deadline. To date, three grantees have not put in their paperwork. The Council received two thank you notes: one from the Boys and Girls Club of MetroWest and the other from the Assabet Valley Mastersingers. Debbie also indicated that the cost of \$111.49 for the Council's Zoom subscription was reimbursed to Donna Specian.

Donna reported that there was a reconsideration request from Hudson Chen for grant #FY24-LCC-72314 *Travel through the Art and History of the Silk Road*. The Council's MCC Program Officer Guelmi Espina reviewed the request and sent Mr. Chen a letter stating the request was denied. The Council was correct in denying funds since the applicant did not have a confirmed local sponsor letter for his project.

There was further discussion as to what the Council should do regarding the three grantees who had not met the December 31, 2023 deadline for submitting the required Grant Agreement and W-9 Form. This guideline was put into place in August 2023 to help promote the submission of the required documents in a timely manner. In previous years, the Council had needed to send several reminders to grantees months after the award letters were sent out reminding them of the need to send in paperwork for their direct payment grants. Seeing that the Council had not previously encountered the situation where grantees did not submit the required paperwork by the established deadline, Donna Specian has contacted Guelmi Espina at Mass Cultural Council for guidance. Based on his response, she will make an executive decision on this matter and report back to the members at a later date. Pros and cons of both the reimbursement payment method and the direct grant payment method were part of the discussion that ensued.

#### **New Business:**

Donna Specian asked for nominations from council members for any of the officer positions. Donna stated that she is especially looking for someone to co-chair with her this current year as she will be going off the Council at the end of 2024. Seeing that no one came forward, a slate of officers for the new council year was presented as: Donna Specian, Chair; Doris Monteiro, Secretary; and Debbie Papa, Treasurer. On a motion by Leia Owen and seconded by Lindsay Kelkres, the members voted 7-0 by roll call to elect the slate of officers as presented.

Donna suggested that HCC participate in Hudson Fest this year. Although a date has not been set, it is usually held the first weekend in June.

**Future Meetings:**

**Tuesday, March 26, 2024** – Review and Discuss Community Survey Questions

**Tuesday, April 30, 2024** – Finalize Community Survey and Distribution Plan

**Tuesday, August 27, 2024** – Review Community Survey Results and Update HCC Guidelines

**Tuesday, October 29, 2024** – Grant Review and Voting Meeting

**Tuesday, November 19, 2024** – Reconsideration Meeting (if needed)

**Adjournment:**

A motion to adjourn the meeting was made by Lawrence Fine and seconded by Debbie Papa. The Council voted 7 to 0 via a roll call to adjourn the meeting at 7:48 PM.

Respectfully submitted,  
Doris Monteiro, Secretary