

Wayland Cultural Council

Meeting Minutes

May 6, 2019

7:00 p.m.

Wayland Town Hall, Large Hearing Room

Committee members in attendance: Rachel Sideman-Katz (Co-Chair); Jon Saxton (Co-Chair); Brenda Ross; Barbara Hoffman; Barbara Holtz; Kathy Trogolo; Adam Gutbezahl; Louise Reck

Committee members not in attendance: N/A

Members of the public in attendance: Luis Cotto; Timothea Pham

Meeting Materials: Agenda; January 2019 meeting minutes; March 2019 meeting minutes

**1. January 2019 Minutes**

Barbara Holtz moved for approval of the January 2019 minutes. Jon seconded the motion.

- Vote in Favor: Barbara Hoffman; Barbara Holtz; Rachel; Adam; Kathy; Jon; Brenda; Louise
- Votes in Opposition: None

**2. March 2019 Minutes**

Barbara Holtz moved for approval of the November 2019 minutes. Jon seconded the motion.

- Vote in Favor: Barbara Hoffman; Barbara Holtz; Rachel; Adam; Kathy; Jon; Brenda; Louise
- Votes in Opposition: None

**3. Massachusetts Cultural Council Representatives**

Luis Cotto and Timothea Pham attended the meeting on behalf of the MCC. Luis spoke to activities he has seen at or facilitated with other local cultural councils. He mentioned that some councils conduct “info sessions” for people interested in participating in the grant process. He also discussed the “Reimbursement To Grant” program, which would provide a direct grant instead of reimbursing the grantee. Brenda mentioned that the Wayland Accounting Department requires documentation (W-9 and invoice). Luis said he would consult the other local councils participating in this program to see how they handle documentation requirements. Adam raised a question about what happens if a grantee does not spend the full amount of the grant under this program. Luis acknowledged that this program may provide the grantee with the extra funds; however, local councils may impose repercussions on future applications by that same grantee. Luis would also see if he could obtain reports from the councils engaged in this program.

Luis also brought to the Council’s attention that grant applicants may also apply for a Festival Grant. This is an opportunity to receive up to \$500 in funding for festivals. He confirmed that these work as operating funds to help maintain the festival, and that an applicant may apply for a traditional local cultural council grant and festival grant in the same fiscal year. The festival grant includes two applicant cycles per year and has an online application. Information at <https://massculturalcouncil.org/communities/festivals/>.

Jon asked for examples of other local cultural councils who used their budget to coordinate and/or host events in their own communities. Luis confirmed that he is assembling a document with best practices and examples of activities done in other communities. Jon also asked for best practices conducted by other communities to receive community input on an annual basis.

#### **4. Grant Reception Recap**

Barbara Hoffman suggested including some chairs or a possible seating arrangement.

Luis Cotto of MCC applauded the Council for the structure of the grant reception and enjoyed the presentation conducted by the Wayland High School Robotics Team.

Luis mentioned that Littleton had a QR code available at their grant reception, which enabled individuals to access their public survey (available through a Google Sheet).

#### **5. Current WCC Members – Appointments & Intentions**

Rachel expressed concern about the discrepancy between the length of current members' terms on the Wayland website compared to the MCC website. Adam offered to contact the Town Clerk to see if the Town Clerk may provide the Council with any documents demonstrating when the current members joined the Council and when their terms expire.

#### **6. Soliciting New Members**

Rachel suggested putting out an announcement to the community for individuals interested in becoming a member. All members agreed. Discussion also resulted in agreement to speak with people in the community about becoming a member of the Council.

#### **7. Marketing & Social Media**

Kathy, Rachel, Barbara Holtz, and Jon all offered to participate in marketing the activities of the Council to the community. Examples of things to do included informing people of when the grant window opens and where to post such information.

#### **8. Other Business, If Any**

Mary Antes provided Rachel with an article about a one-day event involving transportation and the arts. A person from Arts Wayland will attend, and the Town Planner (Sarkis Sarkisian) will attend. The event is on Friday, May 17, 2019 from 8:30am to 3:30pm.

The next meeting will tentatively be Monday, September 9, 2019.

Adam moved to adjourn. Brenda seconded.

- Vote in Favor: Barbara Hoffman; Barbara Holtz; Rachel; Adam; Jon; Brenda; Kathy; Louise
- Votes in Opposition: None