

Wales Cultural Council Meeting Minutes

Call to order

- A meeting of the Wales Cultural Council (WCC) was held at the Wales Town Offices on December 4, 2018. The meeting was called to order by Sue Gregory at 6:45 pm. Attendees included Sue Gregory, Amy Adams, Laura Foster, Kristin Foster, Meghan Matczak, Leis Phinney, and Jennifer Cawley. Members not in attendance included David Yutzler and Krystin Puckett.

Minutes

- There were no previous minutes to review.

Old Business

- None

New Business

- Leis Phinney, Town Clerk, attended the meeting to swear in new members Susan Gregory, Amy Adams, Laura Foster, Kristin Foster, and Meghan Matczak. Ms. Phinney also reviewed Open Meeting Laws, including the need to only discuss WCC business during meetings as well as the need to post an agenda 48 hours prior to meeting, excluding weekends and holidays. A copy of all approved meeting minutes should be sent to the Town Clerk and posted on the town website. She also advised new members of the WCC to complete online Ethics Training by April 2019 and provided information regarding posting on the town website, writing meeting minutes, and building access for WCC business. A key to the town office building and key fob for the alarm system were given to Amy Adams.
- Next were new member introductions.
- Sue advised that she has set up an email for the WCC (walesculturalcouncil@yahoo.com).
- Elections for Chair, Secretary and Treasurer were held.
 - A motion was made by Meghan, seconded by Amy, nominating Sue as Chair. The motion passed unanimously.
 - A motion was made by Sue, seconded by Meghan, nominating Amy as Secretary. The motion passed unanimously.
 - A motion was made by Sue, seconded by Meghan, nominating Kristin as Treasurer. The motion passed unanimously.
- Jennifer Cawley addressed the WCC. As a former member of the WCC, she is available to help answer any questions new members may have and she and 2 former members are also authorized to sign vouchers if needed.

- Members reviewed Massachusetts Cultural Council (MCC) guidelines and identified tasks that need to be completed, along with deadlines, and assigned them to WCC members as follows:
 - Update MCC website and email and share website access information with Secretary and Treasurer (Sue-ASAP)
 - Post minutes of tonight's meeting to Town of Wales website (Amy – after next meeting)
 - Post agenda for next meeting, as required by Open Meeting Law (Amy)
 - Spread the word about WCC (all members)
 - Start a WCC Facebook page (Kristin)
 - Complete the WCC Annual Report on MCC website (Kristin and Laura – ASAP)
 - Access and distribute grant applications to WCC members, for review prior to next WCC meeting (Sue – ASAP)
 - Contact MCC to determine what should be done with old records, paperwork, etc. (Sue – by next meeting)
 - Determine whether or not all previously approved grants have been paid out (Kris and Laura – ASAP)
 - Discuss how to gather community input regarding how the community would like WCC funds to be used (to be discussed at January meeting)
- Members decided to set aside \$100 from WCC budget to cover administrative costs (postage, publicity, etc.)

Next Meeting

- December 13, 2018 at 6:45 pm at the Wales Town Offices

Adjournment

- A motion to adjourn was made by Sue, seconded by Kristin, at 8:15 pm. The motion passed unanimously.

Respectfully submitted by Amy Adams, Secretary