

Wales Cultural Council Meeting Minutes

Call to order

- A meeting of the Wales Cultural Council (WCC) was held at the Wales Town Offices on June 26, 2019. The meeting was called to order by Sue Gregory at 6:50 pm. Attendees included WCC members Sue Gregory, Amy Adams, Meghan Matczak, and David Yutzler. Also in attendance were Cadence Boyce and Ann Chrabascz, both of whom are interested in joining the WCC, and Timothea Pham and Mina Kim from Massachusetts Cultural Council. Val Bernier, the Wales town accountant, joined the meeting near the end to discuss grant reimbursement.

Minutes

- The minutes of the April 24th meeting were reviewed. Amy made a motion, seconded by Meghan, to approve the minutes as written. The motion passed unanimously.

Old Business

- **Outreach Update:** Sue sent a press release re: Bad News Jazz, WCC members Sue and Meghan attended the town meeting with an informational poster about the council (thank you, Meghan, for making the poster!), Sue sent home notices through the school and met with teachers at the Wales Elementary school about applying for grant funding, and Meghan started a WCC Facebook page.
- **Grant Updates:** Greene Room Productions' program happened in May and they will send in the reimbursement form soon.
- **Grant Writing Workshop:** The Grant Writing Workshop will be held on 9/24/19 from 6:30 to 8:00 PM at Hitchcock Academy in Brimfield. It will be presented by members of the Massachusetts Cultural Council. Brimfield and Holland cultural councils will be invited to attend.

New Business

- Mina and Timothea provided information re: how to go about soliciting feedback from the community through a Community Input Assessment which can then be used to make a rubric of community priorities by which future grant applicants will be evaluated. Ideas for gathering community feedback include a survey, stopping in at popular events like Bingo or other gathering places and asking participants for input, asking the Selectboard for their input, etc.
 - Council priorities should be posted on the WCC website by 9/1/19
- Mina also clarified that 15% of the yearly grant money can be set aside for programs to be hosted by WCC in response to community input and that 5% can be set aside for administrative tasks including printing flyers and promotions, etc.
- Mina and Timothea presented information about the new grant reimbursement program, in which reimbursement is available up front to recipients, prior to when the program runs, as opposed to after a program runs. The advantage of this type of program is that it allows artists or performers to use some of the grant money to purchase necessary supplies prior to a program. There were concerns raised by WCC members that money would need to be reimbursed if a program doesn't run. A recommendation was made that language to the effect of "if the program doesn't run, funds will be returned to the WCC" should be included in award letters. Also, Timothea indicated that to date there has not been a single time where a program hasn't run and funds weren't returned to the awarding council. Val Bernier, town accountant, was called into the meeting to discuss her thoughts on changing to up-front reimbursement and she had no concerns with it.
- David made a motion, seconded by Sue, that the WCC join the reimbursement program. The motion passed unanimously.

Next Meeting

- August 1, 2019 at 6:45 pm at the Wales Town Offices. Agenda items will include council priorities, update re: grant writing workshop, and community outreach efforts.

Adjournment

- A motion to adjourn was made by Sue, seconded by Amy, at 8:12 pm. The motion passed unanimously.

Respectfully submitted by Amy Adams, Secretary