

BELMONT CULTURAL COUNCIL MEETING MINUTES

01/18/2018, Belmont Public Library, Flett Room 2018 JUN 12 AM 9:14

Meeting started at 7:05 pm

ATTENDING: JULIET JENKINS (chair), JENNIFER ANGEL, JOHN BABOIAN, SARAH FREIBERG ELLISON (secretary), LAURIE GIANOTTI, ANNETTE GOODRO (treasurer), NANCY LINDE, NORAH PIEHL, REBECCA RICHARDS, ARLYN ROFFMAN

MINUTES FROM LAST MEETING:

Accepted.

TREASURER'S REPORT:

All grantees from last year have been granted their allotments. One, the Street Poetry, didn't submit for the full amount, so \$100 will go back into our account for next year. Annette is to step down in June, and Nancy will take over as Treasurer thereafter, and they have already had meetings about passing the baton. However, since Annette came on originally as an interim member, she hasn't had 6 full years on the BCC, and we discussed the possibility of her requesting to stay on one more year.

GRANT REIMBURSEMENT PROCESS:

All the grantees for this cycle have been notified. We should, in our grant notification letters, either via letter or e-mail, ask the grantees to confirm that they have received the notification. If the grants are not fully funded, some of the grantees may have to amend their projects, which is alright, as long as they don't wholeheartedly change.

Once the grantee has signed and filled out the grant reimbursement form, we look it over, sign it and give it to the treasurer. Both the treasurer and another BCC member must sign the form. The grant reimbursement form and the W-9 for new grantees must be **original** signed documents. Other forms, invoices and paid receipts can be submitted as PDFs. Invoices and paid receipts must total the amount the grantee is to receive. If the invoices and receipts total less than the full amount, we can only reimburse what is on the receipts. What the grantees present to us must exceed or meet the award amount or they must request less. If there is a problem, let the treasurer know. Please do your best to get grant reimbursement paperwork and completed grants to the treasurer before 6/30/18 when the fiscal year ends, if Annette goes off the committee. The mailing address for submissions to the treasurer (Annette) is 2 Clark Lane. If Annette steps off the BCC in June, she will hand off the Habitat grant and PTA liaison position.

PUBLICITY:

In terms of the BCC Facebook page, we can make events to highlight the projects. Jenny, Sarah, Juliet are in charge of the Facebook page. Juliet encouraged us all to be proactive on PR—there is information about how to publicize on the bottom of new fact sheet. She also mentioned the Belmont Journal, a weekly show with Roger Colton, which has a segment on the new BCA women's show. All committee members should supply information to applicants as to what they can do for PR in Belmont.

SURVEY:

Juliet hopes we can quickly approve a survey, and input it onto Survey Monkey, linking it on the town website, to our Facebook page, and to the Belmont Parents Group, as well as NextDoor.com. The Belmont Town Clerk suggested having hard copies at town offices. While there are pros to the survey being only on line, we don't want to leave folks out.

Norah gathered potential survey questions by finding what other communities have included on their surveys. While some of the bigger towns, such as Medford, may have different priorities than we have, many of the questions hit things we are interested in. Juliet suggested ranking things--ranking from 1-5 the most important priority. A couple of towns had a question of "would you rather fund new programs versus established ones?" Would we want to find a way to phrase that in our new survey (that doesn't have open-ended questions as the previous one did)? Once the survey is on line, we should send a press release to the link.

Jenny suggested reminding folks what we have made possible, tooting our own horn, with a question of "We funded the following programs in 2017, which would you most likely attend again?" There was a suggestion of asking "How many years your family has been in Belmont?"

We can test the survey without meeting again. We plan to have a draft by March 1st to check out, and have the survey on line from March to June 1. Then it's done and we can make recommendations based on it—such as whether we would change funding priorities.

Recommendations for the 2019 grant process:

Letters to grantees should always have our email addresses prominent.

Discussion of open positions:

Arlyn has a potential new member to the BCC, Janet Sand. As BCC members, we should send a letter of support together with the potential member's letter.

Optional projects: We voted to allocate \$153.00 for a banner or signs to make us more visible. The bookmarks cost us \$60.00, but we think the sign might be more eye-catching. The Belmont Art Association has a nice banner as well as stick in the ground signs for the current exhibit. The Powers School has a banner as well. What would we put on the sign? A Belmont icon? The MCC logo? Trey Klein designed logos and was on the Cultural Council years ago. We could potentially spend half of the \$452.24 that we have, but not more, as the money accrues slowly. Rebecca and Sarah will look into cost for banners or signs.

The Gallery: There were 150 attending the current Belmont Gallery of Art reception, and Kimberly's talk was standing room only. There will be Boston Globe coverage next week.

Rebecca said that they are looking at opening a cooperative gallery in town, in which people would pay for membership. The current gallery has limited hours, and if there were another space as well, it could potentially be open many more hours. There are town meetings held in the Gallery Mondays-Wednesdays, meaning that the gallery can't be open during those hours.

Also, the BGA can't be 501C3 because it is tethered to the BCC. Can look at guidelines—go to the town of Belmont—and see about tax deductible possibilities. The town controls the BGA funds—and so the BGA can't use credit cards, which is unfortunate when artwork is for sale.

Next Meeting: June 11 at 7:15, we will discuss banners, signs, the survey, and funding priorities.

Other Business: We voted not to pay to be at Town Day, but we would like to think about other local projects. Haven't heard from Porchfest since the letter of approval went out. Would we want an art show in conjunction with it? They are trying to make a website. We wondered if we could help. Jenny suggested a kind of bingo scavenger hunt for kids, with our logo, for Porchfest.

Meeting adjourned at 8:45.

Respectfully submitted,

Sarah Ellison, secretary