

BCC Minutes, December 9, 2015

2016 OCT 19 PM 2:24

Present: Laurie Gianotti (chair), Annette Goodro (treasurer), John Baboian, Naomi Ellenberg-Dukas, Sarah Freiberg Ellison, Jirair Hovsepian, Juliet Jenkins, Nancy Linde, Rebecca Richards, Arlyn Roffman

The meeting convened at 7:08.

Minutes of the prior meeting (November 19, 2015) were accepted.

Treasurer's Report: Annette noted that there is nothing to report—the same two grants are outstanding as were last time, one of which has yet to take place. Rebecca will contact the other grantee, as the event happened a few months ago, and remind her to get in her request for reimbursement before the year deadline arrives next month, or the money will get reallocated.

Laurie proved the BCC with a new proposed list of grantees reflecting our voting at the last meeting. She sent out the denial letters to those grantees we denied, and has had no responses within the 15 day reply period.

We discussed the list in order, and agreed upon these amounts:

1. Powers Music School, Musical Storytelling: \$350.00 (out of requested \$400.00)
2. Belmont Community Summer Band: \$550.00 (requested \$675.00).
3. Lowell Mill Girl at Wellington: \$400.00 (\$500.00)
5. John Root's "Songbirds" at the Beech Street Center: \$400.00 (\$500.00).
6. Belmont Woman's Club—video on Winslow Homer: \$800.00 (out of \$1000.00) While this is a larger percentage of our budget than most grantees will receive, Rebecca pointed out that the project is well thought through, very important to the town, and that the Homer House is a gem in the community that should be better known. Can be broadcast lots of ways. Naomi suggested that the acceptance letter might include suggestions for showing the finished film in other towns to give more visibility to the project and to us. Nancy would like to

encourage John Root to reach out to the Belmont Garden Club for his show. Annette pointed out that in the letters we can make similar suggestions, but make sure the grantees understand that receiving the grant money is not contingent upon our suggestions.

10. Habitat's request for the Caterpillar Lab: \$450.00 (out of \$1590.00). Annette reminded us that they had asked us for their entire budget, because they hadn't had time to put other funding in place before our deadline.

11. Belmont Food Collaborative: \$450.00 (\$500.00).

12. Parents of Belmont Performing Arts Students—the Laramie Project—\$200.00 (\$475.00). The event had already happened before October 15th. We are giving them a little money to encourage them to provide similar events in the future, but to contact the BCC earlier so the event can take place during the grant cycle and not before it. It seems that some of the PTOs, which have a high turnover rate, seem to not know about the BCC, so we need to publicize to them more often—reaching out to the district wide List serve, and contacting Janice Darius, the assistant superintendent who could help us put information up on the list serve.

16. Belmont Art Association--Public Art Exhibits: \$500.00 (\$1,000). The hope is for a one-month makeshift gallery in a vacant space in Belmont. If Christine can't make it happen, Rebecca says the money will just come back to us. We discussed that this is a fair amount of our budget, but also that this is the only visual artist we have this year, and while the plan is still a bit vague, Christine is very motivated. Naomi said we want to encourage first time grant writers, and it would serve many people. We wondered about the availability of the old Pepperidge Farm space.

17. Belmont World Film, 13th Film Festival: \$500.00 (\$750.00). BWF asked for much more this year than in previous years, as their fees, particularly theater rentals, have gone way up. Last year we gave them their full \$300.00 requested amount—this year we will give them less than what they requested, but much more than last year.

19. Arsenal Center for the Arts: Open Arts Day: full amount of \$250.00.

21. Elders Ensemble of Prometheus Dance: \$400.00 (\$500.00)

The total amounts requested were \$16,535. The total amount the BCC can grant is \$5,650.00.

The BCC voted to accept the amounts agreed upon above.

Laurie reminded us of the acceptance process:

Each BCC member is responsible for the grants he/she reviewed. Laurie will get authorization for the amounts from the MCC, and then we can send out personalized letters to our grantees. There are basic examples of letters on the MCC website. We should make sure all bases are covered, and communicate with the grantee about time and place and sufficient advertisement. Keep in contact with them throughout the process of seeing the grant to fruition. Make sure that they return their reimbursement forms to us--the individual BCC contact person, and not to the BCC PO box. If the grantee has never applied for a BCC grant before, he/she will need to fill out a W-9 form.

Rebecca suggested that we consider having a reception at the Belmont Gallery of Art for the grant recipients, which would be good publicity all around. We agreed this would be a great thing. In our letters we should include something to the effect of: "We are hoping to have a spring reception and will be in touch with you as we move forward, and hope that you will participate and talk a minute or two about your project." Annette thought that we could also invite awardees from last year as well, and Juliet thought we had done just that in the past. Jirair pointed out that we could film the event for cable.

Jirair made an example flyer. Annette wondered about funding both a brochure and the reception.

Meeting protocol was discussed, as Arlyn found out, when she took the Oath to become a BCC member, that all business should be conducted at meetings to follow the open meeting policy. While the minutes can go out to everyone via e-mail, corrections should be done at meetings only. We agreed to try this at the next meeting.

Laurie suggested having subcommittees for the flyer and survey to report back at our meeting on January 21st.

Juliet and Sarah will meet to discuss the survey results and how they might impact our guidelines, which need updating anyway. Juliet said that what she noticed in the results was that people really wanted to see whole community events.

For the flyer, Laurie felt that it could have more visual impact, and we all thought we need to clarify who the intended audience is, why we are telling them what we are telling them, and what we expect them to do. Nancy suggested to go for maximum impact, the flyer should have one clear message—don't inundate with information, and make it clear with a big headline. The subcommittee will be Nancy, Rebecca and Jirair.

Next time we will talk about the guidelines, and about possibly having the BCC doing a local grant and fundraising for it. We need to get people excited about what money would be used for us to write a grant. If we do our own grant, the money would come from the amount we get from the MCC, not a separate allocation. We would want to fund raise so as not to take money away from the grantees.

Rebecca suggested that we have had a few lost opportunities to nominate grantees for Gold Star awards—and it would be great to nominate something like Belmont World Film for one—which would raise the visibility of the BCC too.

The meeting was adjourned 8:45.

Respectfully submitted,

Sarah Ellison, Secretary