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BELMONT, MA

BELMONT CULTURAL COUNCIL MEETING

01/19/2017, Town Hall, Room 1: MEETING STARTED AT: 7:08pm OCT 27 PM 2:26

ATTENDING: LAURIE GIANOTTI (chair), JOHN BABOIAN, SARAH FREIBERG ELLISON (secretary), ANNETTE GOODRO (treasurer), JULIET JENKINS, NANCY LINDE, ARLYN ROFFMAN

ABSENT: JENNIFER ANGEL, JIRAIR HOVSEPIAN, REBECCA RICHARDS

MINUTES FROM LAST MEETING:

Accepted.

TREASURER'S REPORT:

Nothing to add since last meeting. Annette clarified that the town of Belmont receives the MCC money and issues the grant checks—not the BCC.

CONFIRMATION OF GRANT NOTIFICATIONS:

Everyone has sent out their grant notifications. Not all the grant recipients confirmed that they had received their grant notifications, but most had, and were grateful. Laurie has reminded Rebecca to follow up on the two extensions to grants from 2016 (The Belmont Women's Club and the Belmont Arts Association).

Arlyn asked about local contacts for grant requests, as she had been approached by a potential applicant. It can be simply someone from Belmont who does the requesting, but, if the event is happening in the town, getting a letter from a sponsoring organization or venue would help as well.

REVIEW OF GRANT REIMBURSEMENT:

Each grant recipient should return their forms to the BCC member who is their contact—via snail mail. We review all their materials, acknowledge, sign the form, and give it to Annette, who signs as well before submitting the completed forms to the town for reimbursement. Once the town has the forms, there is a two to four-week turnaround for reimbursement. New applicants to the BCC must include a W-9 form. W-9 forms are valid both for individuals and organizations. In her lists of grant applicants, Laurie includes previous awards—so it is easy to ascertain if the applicant is new or old to the grant process. When in doubt, include a W-9. The signed document and the W-9 form must be originals—no PDFs allowed. Included invoices must match or exceed the amount requested. Proof of event required as well. There can be problems if the included invoices are for a lower amount than

the grant amount, and we might have to reduce the grant in those cases. If there are any problems, let Laurie and Annette know.

P.R. FOR 2017 GRANTS:

Follow up with your grantees. Annette suggests publicizing the grants that you sponsor—preferably before the event. Send to Jirair to publicize on Facebook site. Laurie and Sarah can do so as well. Be aware that for the Facebook page you need Jpeg format rather than PDF.

Track your events and remind your grantees that they are responsible for publicity—and remind them to acknowledge the MCC and BCC.

Notify all BCC members of dates coming up for our grantees' events, and then ask Jirair to make event page for each event. Send information to the Belmontonian, Wicked Local, Patch, and nextdoor.com.

The Belmont Annual Report goes out in January, and it is the responsibility of the Chair of the BCC to submit its report—a good place to list all grant recipients for the year.

RECOMMENDATIONS FOR 2017-2018 GRANT PROCESS:

As the grants are now all processed online, we now receive the grant requests a week later than we did before, so we will plan to delay the first meeting in the fall by a week. This year, we should plan for our meetings on the 4th Thursday in October, but 3rd Thursday in November, December and January. We discussed the possibility of changing the meeting locations. If we can find a place with good parking, heat and Wi-Fi we would be open to new location. Nancy will ask the Council on Aging, but they may only open the Beech Street Center on Tuesday evenings, not Thursday. When scheduling the dates, which should be done well in advance, Juliet will talk to the town about our problems with Wi-Fi and heat.

Juliet wondered if we need more members, as we will have only 8 after Jirair leaves in June. It would be good to recruit new members, but let either Juliet or Laurie know so that they can alert the Selectmen of our desire to welcome the new members into the BCC. Former grant recipients can serve, as can former BCC members, if they have been off the BCC for a year.

John suggested getting the word out more visibly in the Belmont Citizen Herald, to reach the most potential grant applicants in the weeks leading up to the October 15 deadline. Arlyn suggested making a poster to post around

town for the 6 weeks leading up to the deadline. We should reach out to PTO and PTA groups in advance as well.

OPTIONAL PROJECTS FOR THE NEXT 10 MONTHS:

Belmont World Film would be great to nominate for a Gold Star Award. Arlyn will talk to Naomi about possibly spearheading this and starting to fill out the multi-page form required. The award gives lots of visibility to the recipients.

As of this year, it is much easier for local cultural councils to take up to 15% of grant allotment for some activity, so we should think about what we might want to do or sponsor. Winchester does an art walk, and other towns have Porch Festivals. These events require a lot of work and lots of volunteers. When we have a voting meeting, we could vote to spend money on a community wide event that we think worth it—such as adding a cultural component to the MLK breakfast—which is a well-attended town-wide event.

We discussed holding a grantee reception, which gives visibility to the grantees, as well as connects us with our local politicians. When we gave a reception years ago, not that many grantees showed up, so it may not be worth it. We should think about the process, and that we have a responsibility to let the politicians know what we are doing.

Discussion ensued about continuing to have a presence at Town Day as well as Meet Belmont. It was agreed that for the \$90.00 table space fee, we didn't reach the right people at Town Day, but Meet Belmont is useful for connecting with possible grant applicants—particularly the PTOs and PTAs.

If there is a BCC originated event that we'd want to create, Laurie is willing to run a fundraising campaign, so we can imagine town-wide events that might cost more than the \$750.00 we currently can allocate towards such an event.

The PO Box will not be renewed, now that everything is online. Nancy took the PO Box key, as she goes to the Post Office periodically, and will check the box and then return the key in October instead of renewing.

Laurie then thanked Jirair for his service and work on the Facebook page; Annette and Sarah for their help, and we all thanked Laurie for being such a wonderful, organized Chair.

Meeting adjourned 8:38.

Respectfully submitted,
Sarah Freiberg Ellison