

BCC Minutes, October 19, 2016

2017 JAN 23 AM 9:54

Present: Laurie Gianotti (chair), Annette Goodro (treasurer), Jennifer Angel, Sarah Freiberg Ellison, Nancy Linde, Arlyn Roffman

Absent Jirair Hovsepien, Juliet Jenkins, Rebecca Richards, John Baboian

Meeting called to order at 7:08 p.m.

Laurie said the PO Box is renewed on 11/1/16, but recommends that we not renew it in 2017. Now that grant submissions come in electronically, we wouldn't necessarily need a PO Box. We have to have an address on the website, but Laurie's is there already. Reimbursement forms from grantees are supposed to be mailed to individual BCC members and not the PO Box. Annette pointed out that Lexington's Cultural Council uses a town address for mail, and that the Belmont Gallery of Art does something similar. We could easily save the \$100.00 a year that the P.O. Box costs.

Agenda:

1. **Minutes** from January 21 accepted unanimously.

2. **Treasurer's report:** Annette said our grant allocation this year is \$5000.00, which is the same as last year. The committee voted a 5% (\$250.00) holdback for BCC administrative costs. There was just a little money left over from last year-- \$49.00, which can also go to administrative expenses. Interest this year was nominal. We will have \$338.94 for administrative costs, such as the brochure we would like to do.

Annette said that Town Day was expensive—\$193.00, including \$90.00 for the table space. Annette wondered if it was worth it, as we were promoting the BCC but not to prospective applicants. She worried that overpublicizing for a small grant is a mistake. Nancy suggested we should find out who the artists are and get the word out, but Laurie thinks most artists know. Our grant to Belmont Community Summer Band performing at the Payson Park Festival, was funded to match receipts and charges provided; an amount of \$359.63 with the balance of that original award of \$550.00 (\$197.37) to add to the total grant this year. Also, Belmont Food Collaborative's healthy food photo contest& exhibit at Chenery did not take place and we have added that grant of \$450.00 to this coming year, so we can give away a total of \$5390.37 in grant money. This estimate is slightly less than last year (\$5650), but may change as there are 2 outstanding grants.

Annette reminded us of important grant reimbursement information:

A. Make sure the correct grant amount is told to the grantees. (Double check date of spreadsheet)

B. Make sure documentation is complete—including W-9 if the grantee hasn't received a grant from the town before.

C. If there's a problem with the grant, let Annette or Laurie know.

Laurie suggests really guiding grantees through the process, so that the grants get reimbursed successfully.

**3. Review of Grant Guidelines and procedures:** With the new on-line system we will be learning as we go. We will just have to see what comes through when we receive the grants electronically. We will all receive the grants through the MCC site, but will coordinate getting 1-2 hard copies of everything. The process: in our November meeting, the BCC will look at all the grant proposals and will, as a group, discard those that don't meet our criteria and then assign the other grants to the various members of the BCC. In our December meeting, we will allocate the funds. It's impossibly slow to use Wi-Fi at town hall, so Laurie will check into moving later meetings to the Public Library. Notification of room change will be sent with the agenda for the next meeting.

**4. Positions for the 2017-18 council year.** A number of people are going off the council in the summer of 2017. Sarah can do another 3 year stint, but Annette and Laurie were one year fill-ins their first year, and then re-upped for three years—which will end next year. There is some question as to whether they can do the full 6 years allowed by the MCC. Laurie will not re-up after the 3<sup>rd</sup> year, but Juliet will take over as chair after Laurie steps down. Juliet, Nancy and Arlyn would renew in 2018. Jirair is off as of summer 2017.

**5. BCC Facebook Page Content:** Jirair has been in charge of the FB page, but will soon have to go off the committee. It was suggested that he work with another BCC member this year in preparation for this transition. Jenny will consider doing so, as she fills this capacity for the Parents of Music Students (POMS). It would be great if we can all work to get flyers in advance from our grantees to the FB page to publicize events. It is the position of the BCC that only cultural activities be posted to FB. Goals to continue to work on for the FB page are continued audience development, further reaching awareness of the BCC, a visible archive and reaching potential grantees.

Meeting adjourned at 8:15.

Respectfully submitted,

Sarah Ellison, Secretary