

Weymouth Cultural Council Minutes

October 16, 2023

Members in Attendance: Debbie Courteau, Chair; Daniel Callahan, Treasurer; Marie Stoeckel, Secretary; Melanie Kyle Gingrich; Lisa McCrosson; and Gina O'Leary

The meeting was called to order by the Chair at 6:37 p.m.

Roll Call: Debbie Courteau did the roll call. A quorum is met. Debbie welcomed new members Kyle and Lisa.

Approval of Minutes: Debbie moved to accept the minutes from both January 11 and August 14, 2023. Kyle seconded the motion. The minutes were approved.

Treasurer's Report (see attached spreadsheet):

- Bank Statement: Dan explained that the bank statement includes two deposits - the 2023 allocation and interest plus the expired 2022 grants.
- FY2023 Recon Detail: Dan maintains a spreadsheet to track eligibility for the reimbursement of grants with applicable notes.
- The amount available to grant is \$48,566.47.
- LLC Form: This is a Smart Simple account form prepared by the Massachusetts Cultural Council containing beginning and ending balances, deposits, and withdrawals. It is reviewed and signed by both the town accountant and Dan.

Cultural Council Survey: Marie explained that she worked with the town's webmaster to post the annual survey on the town website, which was modified this year and approved at the August meeting. She provided copies of a summary of survey results to the members. A total of 93 individuals responded. A majority of individuals set community-wide gatherings as the highest priority, following by projects celebrating local history, science and education projects, and arts education in schools. Seniors, families, and teens ranked high as the focus for funding of cultural projects.

Annual Election of Council Members: There was unanimous agreement to continue with the same officers: Debbie Courteau as Chair, Dan Callahan as Treasurer and Marie Stoeckel as Secretary.

Proof of Credit and Publicity: Dan explained that proof of credit to the state and local Cultural Council in all advertising is required as part of final documentation. He is finding it very time-consuming to track before he issues authorization for payment. Going forward, Dan recommends notifying the grantee that publicity was not adequate and may affect future grants. Dan reviewed the edits that will be included in future approval letters and Debbie will finalize the letter.

New Business:

- Upcoming Grant Cycle: Debbie recommended that all members review the FY24 LCC Program Guidelines available on the MCC website.
- Online applications close on October 17, 2023. Dan will export the Weymouth applications into an Excel spreadsheet and share with members.
- Dan reviewed the three websites used by the Cultural Council and their interactions. The Weymouth town site posts the annual announcement for applications and the due date. The Massachusetts Cultural Council has two websites that we use: Smart Simple and the Weymouth Cultural Council site. We provide routine updates to our MCC town site including information to educate and assist future WCC applicants.
- Marie raised a question about the list of Cultural Council members on the town website. A name is listed that appears to be a mistake. Debbie will contact Jeanne Savoy. Debbie added that Jeanne Savoy in the Mayor's Office is the point of contact for anyone interested in being appointed to the Cultural Council.

Next Meeting: Suggested dates for the next meeting were November 13 or November 15 from 6:30 to 9:00 pm.

Adjournment: The meeting was adjourned at 8:04 p.m.

Approved by: Deborah Courteau Marie Stoeckel

Dated: Dec. 3, 2023 Dec. 3, 2023