

Heath Cultural Council Meeting July 28, 2021

Meeting called to order 7:00 PM

Present:

Council Members: Barbara Gordon, Harry Hallman, Lisa Burke, John Clark and Rachel Grabelsky.

Guest (and taking minutes): David Gordon

Member introductions:

Barbara: retired veterinarian, weaver/fiber artist/classical music lover

Harry: runs Heath Art Exhibit, retired attorney, visual artist/ acrylics painter

John: musician, retired music professor, tree farmer, member of Mohawk Trails Concerts board (will recuse himself when appropriate).

Lisa: Artist (art boxes), landscape design, poet, social worker, good editor

Rachel: retired ad agency principal, copy writer, graphic design, pottery.

Barbara reviewed main purpose of meeting, the need for reorganization:

The rolling off of committee by Suzanne Hannay and Jean Gran has left a sizable void. They did a fabulous job of managing the work of the Council for many years and have left excellent, organized records for us. However, ALL current members are NEW to the council. Previously, 90% of work was done year after year by Jean and Suzanne with other members helping around the edges when requested.

Barbara recommends a clearer, wider, and more formal distribution of responsibilities within the Council to more evenly distribute the work and not overburden any one individual. Also, perceives the eventual need to move to staggered terms to prevent losing entire board at same time in the future. This will be more safely done after we on-board at least 2 new members. The MCC requires that each LCC have a minimum of 5 members, but there is no limit to how many more can be appointed. These suggested measures will not only help our current Council to operate more equitably, but will be an investment in effective succession planning and resiliency of the Council moving into the future. Jean and Suzanne's roles were so burdensome that no one wanted to assume them which left us without a Chair since Suzanne's resignation in February. It would be good to try to avoid repeating such a situation.

Goal: Define discrete roles on Cultural Council

Barbara distributed a *suggested* outline of roles with their attendant, specific responsibilities for discussion. See attached document reviewed which outlines positions of Chair, Public Relations, Secretary, Annual Reporter as well as requirements for ALL members. Organizational strategy was well received by members.

Barbara stated willingness to be Chair if others took on other positions.

Lisa agreed to become Annual Reporter: Jean Gran is willing to train as needed

Harry agreed to become Secretary

Rachel offered to take on Public Relations role

John agreed to help where needed

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Harry expressed some concern about taking minutes at meetings.

Lisa suggested possibly rotating that task among members if needed.

Barbara suggested recording meetings (with participant permission) and transcribing later if that might be helpful for Harry.

Barbara called for a motion to appoint positions.

Harry moved Barbara be Chair for this grant cycle, seconded by John, unanimously approved.

Harry moved that Rachel be appointed PR person, 2nd by John, unanimously approved.

John moved that Harry be appointed Secretary, 2nd by Barbara, unanimously approved.

John moved that Lisa be appointed Annual Reporter, 2nd by Barbara, unanimously approved.

Barbara suggested that we can try this distribution of tasks but revisit and amend it if desired in the future.

2019 official Grant Cycle reviewed (see attached document). This cycle was departed from during COVID-19 pandemic. New system of grant applications and LCC reporting to be adopted this year by MCC. Training for new system provided by MCC tomorrow night 6 PM by ZOOM webinar. Barbara will attend. Lisa will attend. Webinar will be recorded and available for future reference by MCC.

Discussed recommendation from Hilma, Town Coordinator, that our council should be meeting more than once a year. Historically, was 3-4 times annually. General agreement to increase meetings to 3-4 times per year, but to wait on determining meeting cycle until we receive updated MCC Grant Cycle information. Barbara will float suggested meeting calendar after cycle updated.

Reviewed current Heath LCC "Criteria and Priorities for Selecting Recipients" document. This is published on our MCC town page for applicants to view. MCC demands that we review and refresh this document annually before September 1st.

Extensive discussion.

Ultimate acceptance of the following changes:

Strike "artistic" where appears; replace with "cultural"

Strike "youth, adults, elderly" in 1st paragraph, strike "all" in same sentence.

Strike "serve", replace with "benefit" in the 3rd paragraph.

Add the word "local" before "community" in the 3rd paragraph

Strike "Projects that serve youth and the elderly" at the end of the 3rd paragraph.

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John moved to accept the Priorities/Criteria document as amended, 2nd by Harry, unanimously approved.

Barbara discussed the importance of closely following all State MCC rules by our Council not only regarding deliberations and awarding of grants, but also in record keeping and insuring awardees meet reimbursement criteria. As a case in point, Barbara detailed a recent “public records” request made to Heath Town Clerk for “all approved HCC grant proposals for 2021”.

Barbara responded to this request by sharing electronically with the Town Clerk the entire Heath 2021 Panel Book (previously downloaded from the MCC website) and a list of the Awardees, Project titles and amounts for the Heath LCC 2021 cycle. The identity of the person who made the request is not yet available to us, but might be after the Clerk verifies laws regarding this.

Barbara discussed recent reimbursement requests showing inadequate documentation especially regarding proof of public acknowledgement MCC as required. She has worked with the applicants to supply the required documentation and now these 3 requests are complete and ready to be signed off and turned over to the Town Accountant for disbursement. John agreed to co-sign as required by MCC.

Suggestion made to provide even clearer description of reimbursement documentation requirements to accompany future award letters to grantees. No action at this time.

Suggestion made to consider requiring documented acknowledgement of HCC as well as MCC in future awards. No action at this time.

Discussion of recruiting additional members to HCC.

Some names floated, but they are likely to be too busy with other seasonal obligations right now. Suggestion made by Harry to mine participants in the upcoming Heath Art Exhibit.

8:20 PM Harry made motion to adjourn.
Seconded and approved by all members.