

Heath Cultural Council Meeting Minutes
November 5th, 2022, ZOOM virtual meeting 11:00 AM

In attendance: Barbara Gordon (BG), Rachel Grabelsky (RG), John Clark (JC)

1. Minutes of 8/17/22 meeting reviewed. No amendments requested. **VOTE:** Approved unanimously as written.
2. Debriefing of HCC 2022 led projects:
 - a. Summer Weaving program, challenges with shared leadership, inadequate HCC ownership/input to truly qualify as “led”. 4 children benefitted and those families appreciated the program. 2 children withdrawn at last minute due to Municipal building masking requirements. Good program but more appropriate to be funded through granting in future.
 - b. Fall series of 2 square dances at Community Hall. Very successful, well attended, good feedback. Excellent multi-generational engagement. Seed has now been planted to re-start this series. FY23 grant application pending from COA to partner with Doug Wilkins to sponsor a series of 4 similar dance events next year.
 - c. Discussion of whether to set aside fund for HCC led projects in FY23. Specific projects not currently identified or budgeted. **VOTE:** Unanimous decision to not plan for HCC led events/projects in FY23, but interest in considering projects and collaborations for the following cycle. Ideas floated included working with Historical Society to plan and execute a vintage clothing fashion show using the garments that they have in their collection, or to help them become part of a regional Hilltown historic museum and buildings tour such as was successfully held this summer under an MCC Festivals grant.
3. Budgets:
 - a. HCC projects budget: \$80.62 remaining unspent. Unanimously **VOTE:** to donate \$80 to Community Hall Fund as thanks for use of the space.
 - b. 2022 Administrative budget: \$234.07 remains unspent. Unanimous **VOTE:** approval to use \$50 to pay for HCC banner made by Staples this summer. Remainder to be used to pay for ZOOM-Pro monthly fees as needed to complete meetings this grant cycle, then remaining balance will become unencumbered for FY24.
 - c. Reviewed 2022 financial report filed in October by Heather and Barbara. Projected amount available for FY23 granting= \$5,775. This is if we set aside the maximum 5% (\$275) for administrative expenses. Unanimous **VOTE:** to approve

\$275 for admin expenses. Unanimous **VOTE**: to NOT set aside any funds for FY23 HCC-led projects, but instead keep it available for granting.

4. Reviewed grants reimbursed since last meeting: Charlemont Forum, Heath Fair Music, Heath Art Exhibition, Hilltown Families Suggests, Nolumbeka project, Heath Fair Square Dance Extension (2021 grant), HCC Summer Weaving, HCC Square Dance series.
5. **VOTE**: Unanimously approved project modification request made by Susan Gruen for Hawlemont Weaving Program grant. She will use the funds instead to purchase used benches from Harrisville Designs for looms.
6. Discussed possible project modification request from Kate Peppard. Summer Kids Mindfulness program didn't happen. She might like to use the grant instead to offer a chair yoga or mindfulness program for seniors at the Senior Center. Unanimously **VOTED**: to approve the modification *if formally requested as described*.
7. Council Survey discussion. Required by MCC. Rachel had previously circulated a draft. Minor verbiage changes discussed. Decision made to distribute via Survey Monkey on-line as well as in hard copy to be provided at Heath Library and Heath Senior Center. Might set up a hall table at JR with the HCC banner on front, surveys and submission box on top. Distribution to be done after New Year's, in early January. Goal is to collect responses before March 15. Rachel will handle this project and request assistance as needed. Admin funds can be used for printing the hard copies.
8. Brief discussion of FY23 MCC Cultural Facilities grants (\$9 million). Barbara has attended webinar and presented info to Select Board at last meeting that Community Hall might be eligible for consideration. She suggested a collaborative team to work on application if Select Board wishes to pursue (one Select Board member, one HCC member and one Historic Commission rep). SB is to review documents provided and let us know if want to proceed. Application must be made officially by the Select Board because it is a Municipal Building.
9. Reviewed list of grant applicants for FY23 to determine where conflicts of interest might exist. Identified which grant reviews each member will have to leave the meeting for and which grants we must each submit disclosures to the Town Clerk for ahead of the meeting. Rachel must abstain from Heath Art Exhibition and Heath Herald reviews. John must abstain from Mohawk Trail Concerts review, John and Barbara must file disclosure forms re Heath Art Exhibit review because they served previously with the applicant on the HCC. Barbara will review the list with Heather privately since she is not present today.

10. Barbara notified everyone that Conflict of Interest training certificates expire after 2 years. Up to Town to reinforce and track this but suggest that individual members check their dates of certification and consider re-certifying if due.
11. Discussed two individuals possibly interested in joining the HCC, Jean Gran and Sheila Litchfield. **Unanimous approval** to recommend them to the Select Board for appointment if they wish to move forward with membership. Others who signed up as possibly interested on our sheet at recent cultural events were dead ends. Some misunderstood and thought that they were signing up to be on mailing lists for events, others failed to respond to Barbara's follow-up contact.
12. Discussion of time frame for upcoming grant meeting. Decision to try to meet after Thanksgiving but before December 10th to permit time for reconsideration period after rejections go out and still get out approval letters before the end of December.

ACTION POINTS:

Barbara:

Will send thank you card to Doug Wilkins for volunteering his services as caller at the square dances.

Will prepare minutes draft of this meeting and distribute to members.

Determine how check should be made out to go to Community Hall Fund and request payment by Accountant.

Inform Susan Gruen of approved project modification request.

Send each member forms and directions for disclosures ahead of meeting.

Submit receipt for reimbursement payment for HCC banner to Accountant.

Set up a DOODLE for grant meeting date (with a second time to be also reserved as an emergency back-up) and collate results.

Rachel:

Will post approved minutes from August 17 meeting on our Town webpage

Will finalize HCC Survey and take charge of distribution, requesting assistance as needed.

ALL MEMBERS:

Will respond to DOODLE

Will file appropriate Disclosure documents with Town ahead of grant meeting.

Will update their Conflict of Interest certifications as appropriate.

Minutes recorded respectfully by Barbara Gordon on November 6th, 2022

Approved 11/30/22 unanimously

