

Weymouth Cultural Council Minutes

November 27, 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 6:35 p.m.

Roll Call: Debbie Courteau did the roll call. A quorum was met.

Approval of Minutes: Debbie moved to accept the minutes from October 16, 2023. Dan seconded the motion. The minutes were approved.

Treasurer's Report:

- Reconciliation of Grants: Dan reported that the end of year balance for FY2023 is \$46,061 plus \$1,000 in encumbered expenses, totaling \$47,061. Subtracting current and pending expenditures, the calculated available balance for FY2023 is \$9,266. The FY2024 allocation from the Massachusetts Cultural Council (MCC) is \$39,300. Therefore, the amount available to grant in FY2024 is \$48,566.
- Approval/Denial Process: Dan reviewed the process for approval and denial of grant applications as outlined on the Mass Cultural Council website.

Marie observed that Weymouth schools submit applications in one of two ways: either by "bundling" multiple separate events in one application or by applying separately for multiple events. Since partial awards are often made by the WCC, it may offer schools more flexibility if they were suggested to "bundle."

New Business:

- Review of Grants: The members reviewed and discussion 55 grant applications using the MCC criteria for approval and denial. Review of applications was also informed by the results of the annual WCC survey.

Forty applications were awarded full or partial funding totaling \$48,566. Fifteen applications were denied funding.

Dan reviewed the Smart Simple approval and denial letters. Debbie will prepare all letters. Denial letters will go out 15 days before the town approval letter in case of an appeal. Appeals are made to the MCC which screens out invalid appeals.

Since Dan is documenting WCC policies and procedures, it was decided to hold a Zoom meeting with the officers to document the denial letter process and take screen shots of the denial letters for the manual.

Next Meeting: The next meeting will be scheduled by Debbie via email for a date in mid-January 2024.

Adjournment: The meeting was adjourned at 9:47 p.m.

Approved by: Deborah Courteau Marie Stoeckel

Dated: Jan. 18, 2024 Jan. 18, 2024