

**Cultural Council
Minutes
March 9, 2022**

Members in Attendance: Joseph Bisbee, Jr., Daniel Callahan, Debbie Courtreau, Mary Pap, Marie Stoeckel, and Hong Vuong.

The meeting was called to order at 7:05 p.m.

Joe welcomed the newest member, Debbie Courtreau to the Cultural Council that was recently appointed by Mayor Hedlund. Debbie used to serve as a member of the Weymouth Cultural Council, and her past experience and knowledge will be valuable to the council.

Approval of Minutes

Joe made a motion to take a roll call vote to approve the January 12, 2022 minutes. Dan seconded the motion. It passed unanimously. A roll call vote was taken: Joe Bisbee – Yea, Daniel Callahan - Yea, Mary Pap - Yea, Marie Stoeckel - Yea, and Hong Vuong - Yea. Debbie Courtreau abstained since she was not at the last meeting. The motion passed, the minutes were approved. Mary will send signed minutes over to the Town and request that it be posted online.

New Business

The council received requests from some of our FY2021 grantees for extensions to complete their programming and request reimbursement. Joe listed off the 10 grants that have extension requests. The grants are as follows:

Grant #45341 Town of Weymouth
Grant #39648 Thomas V. Nash Jr. Primary School
Grant #39850 Jay Psaros
Grant #40577 Weymouth Elder Services
Grant #40645 Southeastern Philharmonic Orchestra
Grant #40694 Weymouth H.S. 100 Member Band Music Boosters – Kathleen Kenny
Grant #41358 Mary Dorey – Weymouth H.S. & Weymouth Art Association at Tufts Library
Grant #41968 MUSE, inc. – Musical Visits for Seniors
Grant #43144 Taunton City Band
Grant #43732 Town of Weymouth Parks and Recreation Department

Joe made a motion to grant the extension to expire on September 16, 2022; Dan seconded the motion. Joe called for a roll call vote: Joe Bisbee – Yea, Daniel Callahan – Yea, Debbie Courtreau – Yea, Mary Pap – Yea, Marie Stoeckel – Yea, Hong Vuong – Yea. The vote to allow grant extensions until September 16, 2022 passed unanimously.

Joe said he would send a letter to the 10 grant recipients that their request for an extension was approved and that the extension would expire on September 16th of this year. He would also remind them in the letter of all the items they needed to include along with their reimbursement form.

Dan gave a brief review of reconciliation to the Munis account. He expressed the importance of having this review as a standard agenda item for each meeting of the Cultural Council. All members thought it was a great

idea and important to have a good understanding of the account balances at each meeting. Dan explained that going over the reconciliation would enable the Council to stay updated on all the details of what makes up the Munis system account balances. Dan provided a thorough spreadsheet to the members with the total amount (encumbered plus unencumbered) from the final FY 2021 Munis Report and the FY 2022 Munis Report. He gave an update on the amount that has been requested and paid to grantees thus far, from the \$34,479.00 the state allocated for the Council to grant. Dan mentioned that at the end of FY 2021, the balance was \$46,733.58 which is the beginning amount of 2022; the amount starts with the funds remaining at the end of 2021. He went on to explain the rest of the spreadsheet so members would be able to understand the details around the amounts for when he does his review of reconciliation at subsequent meetings. The Council thanked Dan for all of his continued work on maintaining the spreadsheet. The members agreed that Dan should give a review of Reconciliation at the start of all Council meetings.

Joe brought up the public record law and the work Dan has been doing to ensure the Weymouth Cultural Council meets all state requirements pertaining to public record retention. The Town of Weymouth has a designated webpage for the Cultural Council where the public can have access to our meeting agendas and minutes. Dan proposed creating a space on the webpage to allow for additional documents to be made available, such as a section called "Forms and Templates" or "Documents". Dan spoke to the Town's webmaster who said there would be no issues in making the changes we are requesting. Dan said he would be working with the Town in the next couple months to make enhancements to our webpage. The Council already has panel books from previous years stored on the Mayor's network drive for our record retention. The Local Cultural Council (LCC) program guidelines stipulate that all meeting minutes, agendas, and other records be maintained in a public place, i.e. our town webpage. Debbie said she would volunteer to scan documents for the Council's webpage. She also mentioned that she would be willing to send out grant approval and denial letters for this upcoming grant cycle.

Joe reminded Mary and Hong to complete a Conflict of Interest form. Some members had served with a former council member whom after leaving the council (term expired) requested a grant in a later year. They said they would work on the form and send it to Joe so he can mail in all the forms at one time.

Since the pandemic, the Mass State Cultural Council allowed local councils to grant extensions for grantees to complete their approved programming. The Weymouth Cultural Council has received extension requests the last couple grant cycles. Dan mentioned that it would be beneficial for the council to determine a standard extension deadline we would give grantees. Dan suggested the third Friday in September as a good deadline since the council has until September 30th for calculating new amount for granting. If our grant extension deadline is before the end of September, then the funds are potentially available to grant a few weeks later in the new fiscal year. The members agreed the third Friday in September would be the standard extension deadline for our council.

The council has been working on putting together a Weymouth Cultural Council Handbook; the project has been spearheaded by Dan. The motivation for such a handbook is to ensure that when member terms expire and new members join the council, there is a clear roadmap as to how to accomplish the various council roles and duties. All the processes and systems of the council and its interaction with the Town would be clearly laid out so new members could hit the ground running. Debbie mentioned that she had created a similar handbook when she served on the council ten years ago, and that this was an excellent idea. Joe thanked Dan for his hard work for on putting the handbook together.

Joe brought up the fact that the council has 1 more vacancy. Appointed members can serve 3, 2-year terms. Members who have served all 3 terms and would like to rejoin the council must wait a year before they can

request to be appointed again. Joe asked the members spread the word if they know of any Weymouth residents who may be interested in serving on the Weymouth Cultural Council.

Next Meeting

Joe said there is no new business for the council in the coming months. The next meeting would most likely be late August or early September and that he would send out an email in the summer to see what dates work for members to meet.

Joe made a motion to adjourn the meeting at 8:00 p.m. Debbie seconded; the motion passed unanimously.

Approved by:

Joseph Bisbee

Dated:

09/27/2022

Mary A. Pap

9/27/2022