

Cultural Council
Minutes
September 28, 2022

Members in Attendance: Daniel Callahan, Debbie Courteau, Mary Pap, Marie Stoeckel, and Hong Vuong.

The meeting was called to order at 7:00 p.m.

Approval of Minutes

Marie made a motion to approve the August 23, 2022 minutes. Mary seconded the motion. The motion passed unanimously; the minutes were approved. Marie will send signed minutes over to the Town and request that it be posted online.

Treasurer's Report

Reconcile of Grants: Dan reviewed the spreadsheet he provided to the members prior to the meeting with the latest reconciliation. He met with Pat Cook, who is retired but still working in the accounting office. He reported that the State sends the spreadsheet to town accounts. The end amount was \$45,761 as of June 30, 2022 representing approximately \$38,000 to be paid and approximately \$7,000 expired. Until the books for 2022 are closed, the amounts are not final.

The 2023 starting balance is \$7,002 re: unencumbered funds. Dan noted that the Southeastern Philharmonic has not applied for funding in several years.

Dan said that the Weymouth Cultural Council FY2023 allocation is \$46,302.

Filing of Financial Report: Dan will be filing on Account Simple which rounds to the nearest dollar. He noted that the Cultural Council can retain up to 5 percent of the granting amount for administrative costs.

Dan spoke with Kerry Knapp who agreed to continue to handle the postage. He added that Joe Bisbee had been reimbursed for minor printing costs from the Town account. The guidelines allow for the town to pay administrative costs.

The Town still has unexpired expenses of approximately \$7,000.

New Business

Dan discussed the approval letter regarding payment, credit, and publicity. Dan has made several revisions to update the letter and to include directions that are as clear as possible.

Dan spoke about Smart Simple. There is the opportunity to add information to better prepare the applicants for final submittals.

Smart Simple sends out automatic funding letters, but the letters do not identify the amount of the award. Dan spoke to Timothea who said that there may be changes to the letter. Dan suggests sending out both a hard copy and an emailed letter.

Dan and Debbie discussed emails to be used by the Cultural Council. The email experiment worked for everyone on Gmail. Therefore, it is not useable regarding the weymouth.ma address. Also, we have a Gmail address: weymouthcultural@gmail.com. Deb to provide information to Dan on forwarding email from our Gmail address.

Dan will send instructions on accessing the Google Drive.

Deb reviewed the Grant Cycle Timeline.

- Sept. 1, 2022 – LCC online application opens
- Oct. 17, 2022 – LCC application deadline
- Jan. 17, 2023 – Deadline to complete our Annual Report

Marie asked about the survey; whether it was conducted every year or every two years. Mary will check the website or email Timothea. Per Mary, it is usually done in November, but it would be more useful in informing the approval process if conducted in the Spring.

Mary asked what is done regarding expired funds. Dan said that \$7,000 from 2020 and 2021 are being expired in September.

Debbie reviewed our “to do” list”

- Debbie to provide Gmail instructions.
- Dan to update letter and website re: guidance on payments.
- Mary and Marie will conduct survey if needed.

With respect to record retention, Dan explained that the old panel books are in the Google Drive. He added that a six-year archive is required by the state, so that he is working with Kerry on saving accounting records. Dan noted that the Town does the LCC report in September.

Next Meeting

The next meeting would be held via Zoom on December 7, 2022, at 6:30 p.m. We agreed to review the panel books prior to the meeting in order to vote on the applications.

Debbie made a motion to adjourn the meeting at 8:03 p.m. Dan seconded; the motion passed unanimously

Approved by: Deborah Courteau Marie Stoeckel

Dated: January 2, 2023 January 2, 2023