

Weymouth Cultural Council Minutes

August 14, 2023

Members in Attendance: Debbie Courteau, Chair; Daniel Callahan, Treasurer; Marie Stoeckel, Secretary; and Gina O'Leary.

Absent: Melanie Gingrich.

The meeting was called to order by the Chair at 6:35 p.m.

Roll Call

Debbie Courteau did the roll call. A quorum is met. Debbie welcomed Gina as a new member.

Approval of Minutes

Review of the January 11, 2023 minutes was tabled to the next meeting.

Treasurer's Report

- LCC Account Form: Dan summarized that the end of the fiscal year is June 30, 2023. In September, the Massachusetts Cultural Council will send the town's accountant a spreadsheet with beginning and ending balances, deposits, and withdrawals. The Account Form will be reviewed and signed by both the accountant and Dan.
- FY23 Reconciliation Report: Dan reviewed the spreadsheet with the latest reconciliation that he provided to the members prior to the meeting. The town maintains the account and Dan confirms all the grant entries. The awards totaled \$39,924.29.
- Google Drive: Dan explained that the WCC is required by law to retain certain records. He had set up a Google Drive but has found the maintenance of this method of storage to be too complex. Instead, agenda and minutes will be stored in two places: on a town network drive maintained by Kerry Ann Knapp in the Mayor's Office and on a flash drive maintained by Debbie Courteau.
- Vendor/Grantee Invoice: In an effort to resolve confirmation of payment issues in the situation where the grantee is also the vendor, Dan was directed to Leilani Dalpe, Program Manager for the Town of Weymouth. The final decision: for grantees that are also vendors, no invoice is required. Proof of payment, such as canceled checks, receipts, or bank statements, are acceptable.
- Proof of Credit and Publicity: A school grantee had not credited the WCC or the MCC in their original advertisements. A decision was made to award payment since the grantee had retroactively credited the WCC on Facebook and the school's website.

New Business

- Upcoming Grant Cycle: Debbie recommended that all members review the FY24 LCC Program Guidelines available on the MCC website.
- Online applications open on September 1, 2023, and close on October 17, 2023. Debbie has provided Kerry in the Mayor's Office with a website notice on the grant cycles and asked her to post the notices both in early and in mid-September.
- Conflict of Interest Law Online Training needs to be completed every two years.
- Annual Survey: Marie made updates of the Annual Survey for review by the committee. She is in communication with Tom Nowell, Weymouth Web Master about the process of posting the survey on the town website. She will also share survey information to be disseminated by the Senior Center, Tufts Library, and Town Hall.
- Recruiting Council Members: Debbie explained that we have two vacancies and encouraged us to do recruitment. Kerry has advertised for members using social media.
- Changes to our profile; update members: Changes and updates are in process.

Schedule Next Meeting: The next meeting date was tentatively set for Sunday, September 24, 2023, at 1:00 p.m. via Zoom.

Adjournment

The meeting was adjourned at 7:40 p.m.

Approved by: Deborah Contrain Marie Stoebbel

Dated: Nov. 26, 2023 Nov. 26, 2023