

Town of Auburn, Massachusetts

Auburn Cultural Council, 104 Central St, Auburn MA 01501-2303.

Meeting Minutes

Remote: Zoom Video Call

Wednesday, September 7, 2022

In attendance (remotely): Kathleen Brandt, Andrea Lettic, Melanie Marcou, Piyali Mazumdar, and Stephen Redding.

I. Welcome and Introductions

- Meeting called to order at 6:07PM.
- Introductions were made between incoming and existing council members.
- This was the first ACC meeting of 2022 and also the first meeting of incoming ACC members: Kate, Piya and Stephen. Welcome to our new council members.
- Andrea and Melanie shared their knowledge of outgoing ACC members and 2021 meetings (2020-2021) and goals.

II. Grant Cycle

- ACC Grant cycle 2023 is now open. Application deadline is October 17, 2022. - Andrea
- Discussion on how funds were dispensed in the past years. ACC has only had the policy to reimburse the approved amount after the grantee spends the money and the event is complete. In 2021 there was an option of dispensing funds soon after the grant application was approved. - Melanie
- Confirmation needed regarding grant amount to be paid upfront or reimbursed after project completion for 2023 applicants. Piya will reach out to MCC rep Ricardo to confirm.
- Discussion about using some of the grant monies for local art project.
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III. Vote to Approve Commission Chairperson, Vice-Chairperson, Treasurer and Secretary

- Melanie volunteered to stay on as ACC Treasurer for 2022-23. Votes taken and unanimous approval by all present.
- Piya volunteered to serve as ACC Vice-Chair. Votes taken and unanimous approval by all present.
- Stephen nominated Andrea to serve as ACC Chair. Votes taken and unanimous approval by all present.
- Kate volunteered to serve as ACC Secretary. Votes taken and unanimous approval by all present.

- Stephen volunteered to continue scheduling remote meetings on Zoom as often as ACC is required to meet remotely.

Votes were received virtually/remotely by Melanie, Piya, Stephen, Kate and Andrea). All board positions for ACC have now been filled.

IV. Other Business

Piya mentioned communication received from Tommy Rull and Margie Rull regarding grant letter not received by Tommy for his grant awarded in 2021. Council will review details and follow up by email.

Action Items:

- Reach out to MCC contact Ricardo Guillaume regarding reimbursement of funds rule. — Piya
- Current ACC member list to be updated on Town of Auburn, ACC webpage. — Andrea
- Contact Info auburnculturalcouncil@gmail.com to be added to Town of Auburn, ACC webpage. — Andrea
- Meeting recurrence info to be updated to reflect current schedule. — Andrea
- Review MCC website and download toolkit for LCC members — All new council members.
- Share communication to current ACC members received from Margie and Tommy Rull regarding grant issues — Piya
- Update ACC social media about new grant cycle. — Andrea /Piya
- Reach out to Kristin Pappas regarding Thursday concert at Pappas recreation center — Melanie.
- Call ACC members who were not in attendance to confirm if they are available and part of ACC. — Stephen.
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Next Meeting:

Council will reconvene over email to follow-up on action items as often as needed. Next meeting is scheduled on Tuesday, September 20, 2022 at 6PM.

Training and Link:

- LCC member training available online on September 15 2022.

V. Adjournment – Stephen

The meeting was adjourned at 7:13 PM.

Minutes respectfully submitted by Piyali Mazumdar, Vice-Chair