

Town of Auburn, Massachusetts
Auburn Cultural Council
104 Central Street, Auburn MA 01501-2303

Meeting Minutes
Remote: Zoom video call

Tuesday, October 25, 2022

In attendance (remotely): Stephen Redding, Andrea Lettic, Piya Samant, Melanie Marcou, Kate Brandt

Meeting Called to Order at 6:03 pm

1. S. Redding moved to accept minutes from the September 20 meeting, P. Samant seconded, approved unanimously
 - a. K. Brandt will submit to Ginger Buteau at the town
2. Grant application review
 - a. Discussion about our process for discussion, voting
 - b. Committee members will review all applications and discuss at the next meeting
 - c. Total distribution amount of \$13,966; administrative expenses, should we vote to use, can total as much as \$555.
 - d. P. Samant will send a list to the council members that breaks out applicants based on where they are based (Auburn, non-Auburn) and what group they are serving (Auburn, non-Auburn)
3. 10 applicants who have not yet submitted for their reimbursements for last year's funding cycle
 - a. M. Marcou will get list and send to A. Lettic, who will reach out to remind them
4. Vote to keep 5% of allocation for administrative costs
 - a. K. Brandt moved to keep \$555 for administrative costs (postage, promotion, etc.)
 - b. S. Redding seconded
 - c. Unanimous approval
 - d. Total amount available for distribution is \$13,411.
5. Financial Report update
 - a. M. Marcou reported that the financial report for last year is ready to go now that we have approved how much to keep for administrative expenses.
6. Next meeting set: Tuesday, November 8, 6:00 pm – 8:00 pm

Meeting adjourned at 6:41 pm.

Minutes submitted by K. Brandt, secretary