

Approved by NCC on 9.21.23
Northbridge Cultural Council
Minutes of Meeting Tuesday, August 24, 2023

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1. Approval of Minutes (Vote) - No minutes to approve.

2. Election of Officers (Vote)

The NCC thanked Yurima Guillarte-Walker for her six years as a member and Chairperson. The Committee unanimously voted to approve the following for the FY 24 year: Christine Johnson, Chairperson; Ashley Jahrling-Bannon, Treasurer; and Kathleen Rheame, Secretary. This information will be sent to the Town.

3. FY 24 MCC Program Guidelines (Discussion)

Ms. Johnson reviewed the information provided by the MCC, including the FY24 grant timeline, required information submissions, the community survey dates, and the updating of the NCC priorities and guidelines. The updated information is due to the MCC by August 31, 2023.

4. NCC Local Guidelines and Priorities & Rubric (Vote)

The members reviewed our local priorities and guidelines. The members discussed the importance of the survey and made edits to the posted priorities and guidelines. It was agreed that the survey results should be part of the process and incorporated into the rubric and the preferences. The rubric used in FY23 was provided, and any updating will occur at the next meeting.

The motion made by Kathy Rheame, "To approve the priorities as viewed with changes as discussed and to update the local cultural council information on the MCC website," was seconded by Ms. Bannon and unanimously approved by the members.

5. Timeline, grant procedures, and NCC outreach for FY 24

The grant cycle opens September 1st and all grants must be submitted no later than October 17, 2024. The NCC will consider revising its timeframe for reviewing applications and notification of grantees with every effort to conclude the process no later than November 15, 2023. The members also agreed to update the letter provided to each grantee, notifying them of the award and process for requesting payment. Ms. Johnson acknowledged using the Town's new electronic billboard to inform residents of the survey and grant availability. The Town's website has been updated to reflect all FY24 requirements and information. The NCC discussed the results of the FY24 online survey and the strategy to incorporate the data into public outreach and operational enhancements.

5. Treasurer's Report – Update

Ms. Bannon provided the Treasurer's Report update. Thirteen grants are reimbursed to date out of 31 original grantees, \$8,425 out of the total \$19,449 to grant. Most of the reimbursement requests are submitted in December. A meeting with the Town Accountant will occur in September, after which she will submit the financial report to the State as required.

6. Status of open positions and applications (Vote)

The NCC considered applications for the two openings on the NCC. All applications were reviewed based on the Northbridge By-Laws, including language regarding the qualifications. It was unanimously agreed to move Kam Dealey forward for appointment by the Board of Selectmen.

7. Other business that may come before the Council

The Committee agreed to continue meeting on Zoom until we determine that meeting in person would better facilitate the agenda, to meet on the third Thursday at 6:30 PM as deemed necessary. The next meeting is September 21, 2023, at 6:30 PM on ZOOM.

Respectfully submitted by Kathleen Rheame, Secretary.