

Spencer Cultural Council Minutes
December 3, 2018
Richard Sugden Public Library

Called to order: 7:11 p.m.

Present: Denise Famosa, Rachel Faugno (Secretary), John Green, Diane Johnson (Treasurer), Jan Peters

Treasurer's Report: Diane reported that the council received \$7,000 from the Mass. Cultural Council for FY19. In addition, the Spencer CC has \$572.32 in unencumbered funds from FY18. She recommended that the council reserve \$350 (5% of FY allocation allowed by the Mass. CC) for administrative expenses, leaving a total of \$7,222 available for granting in FY19. The council approved the report.

Late Reimbursement Requests: The council discussed policy regarding requests for reimbursement that are not submitted within the timeframe established by the Mass. CC. The discussion was triggered by the fact that Spencer Parks & Recreation submitted a 2017 grant reimbursement request six months after the allotted one-year timeframe. The council voted to make a one-time exception and approved grant reimbursement for payment. The council also voted to strengthen the award letter to emphasize the need for submitting requests on time. The letter will state that if the grantee does not meet all requirements of the acceptance letter, payment may be denied. Rachel will send a draft of the revised letter to members for review.

Application Review: The council received 22 grant applications totaling \$18,760. Members reviewed each application, prioritizing proposals that reach a wide audience and enrich diverse populations of the community. Deliberations resulted in six denials and 16 full or partial awards.

Letters: Rachel will send out denial letters in December and approval letters in January 2019. She will submit drafts of letters to council members before mailing them so that members can check for accuracy and provide input.

Adjourned: 8:44 p.m.