

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

Meeting Minutes
Remote: Zoom video call

Tuesday, January 3, 2023

In attendance (remotely): Stephen Redding, Piya Samant, Melanie Marcou, Kate Brandt (quorum achieved)

Absent: Suhas Boston

Meeting Called to Order at 6:02 pm

1. New officer elections
 - a. S. Redding nominated P. Samant for Chair. K. Brandt seconded. Approved unanimously.
 - b. With P. Samant's election to Chair, her previous position of Vice Chair became vacant. P. Samant nominated S. Redding for Vice Chair. K Brandt seconded. Approved unanimously.
2. M. Marcou moved that minutes from the November 15, 2022 meeting be accepted as submitted by K. Brandt. S. Redding seconded. Approved unanimously.
3. Grant Decision & Grant Cycle Update:
 - a. P. Samant sent the eleven denials through the MCC system after confirming the process with Ricardo Guillaume and watching the YouTube tutorial video on November 19.
 - b. Approvals must be sent out through the MCC system before January 17. M. Marcou will process, when they are ready in pending state, the rest of the committee will review before they are sent.
 - i. Emails will be sent from the Auburn Cultural Council gmail account. P. Samant currently has access and will share with M. Marcou.
 - c. Following the notification of the approvals, P. Samant will complete the checklist through the MCC site.
 - d. K. Brandt moves that we approve all grant applications as discussed at the November meeting. P. Samant. Approved unanimously.
 - e. Following the approval, next steps will be to reimburse as the requests come in, unless the applicants have any questions for us.
 - f. After approvals are posted on the town website, we will share on social media
 - g. We will be prepared to help people navigate the reimbursement process
4. Change in officer tasks
 - a. P. Samant will reach out to Andrea Letic to change over ownership/access of all social accounts to current council members.
 - b. P. Samant will create a folder in Google Drive that all Council members have access to for tracking approvals, reimbursement tracking
 - c. P. Samant will send official letter to the town with the new officers

5. Financial Update: no change since the November 15, 2022 meeting
 - a. At the next meeting, we will discuss how to spend our administrative fees
6. Next meeting planned for Thursday, January 19, 2022 at 6:00 pm
 - a. P. Samant will send agenda on (or near) Jan. 12 to Deb Gremo, Ginger Buteau, and Melinda Kemp (dgremono@town.auburn.ma.us; mkemp@town.auburn.ma.us; gbuteau@town.auburn.ma.us)
7. Meeting adjourned at 6:41 pm.

Minutes submitted by K. Brandt, secretary