

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

Meeting Minutes
Remote: Zoom video call

Thursday February 16, 2023

In attendance (remotely): Stephen Redding, Piya Mazumdar, Kate Brandt, Suhas Barua

Absent: Melanie Marcou

Meeting Called to Order at 6:08 pm

1. S. Redding moved that the minutes from the January 19, 2023 meeting be accepted as submitted by K. Brandt. S. Barua seconded. Unanimously approved.
2. Process Documentation: S. Redding submitted draft of documentation for process we use to review, approve/deny applications. Next draft will include more information about the MCC grant cycle.
 - a. Document will be put in the ACC Google Drive
 - b. Edits from P. Mazumdar. Play book should be Panel Book; Panel Books will also be available through the MCC site
 - c. P. Mazumdar recommended adding review of deferred projects before we make approval/denial decisions
 - d. P. Mazumdar will work with M. Marcou to document the Treasurer's process
 - e. S. Redding suggests adding agenda item for each meeting to review anything deferred, etc.
3. Recruiting: Need to let people
 - a. P. Mazumdar will post on the ACC social media
 - b. K. Brandt will reach out to the town to ask them to post on their social media
 - c. S. Redding will mention to the Library Board he sits on
 - d. P. Mazumdar recommended that that we reach out directly to anyone we know who might be a good fit and invite them to a meeting to check us out
 - e. While we know we are going to be looking for a treasurer, we are recruiting for council members in general.
4. Funded events
 - a. P. Mazumdar has sent out an invitation to Council members to view a shared calendar
 - b. P. Mazumdar reaching out to grantees to get dates of their event and then adding to the calendar so that council members can attend. S. Redding will do for Library events
5. Update on Google Drive and social media:
 - a. P. Mazumdar posted the list of grant recipients on Facebook and Instagram
 - b. P. Mazumdar is in the process of moving all documents to the ACC shared drive
 - c. K. Brandt to contact P. Mazumdar to get access to social media

- d. P. Mazumdar will reach out Ricardo about an email address separate from gmail to ease in council transitions
- 6. Town Annual Report
 - a. Past reports have ¼ to ½ page of what the ACC does. S. Redding will be looking into further and will report back and find out if there is a town meeting that we should be present at
- 7. Tracking Approvals and Reimbursement
 - a. Will be moved to next meeting if Ricardo Guillaume can attend to discuss process to make sure we aren't missing anything
- 8. Pending Reimbursement Review and Voting
 - a. Three final projects from prior grant cycle submitted their reimbursements and the process is in process
 - b. \$42.50 remained
 - c. Timothy Van Egmond deferred project (\$425) can be funded from the \$42.19 remaining from this year and the balance (\$382.81) from the administrative funding, leaving the balance of our administrative fund \$172.19.
 - i. S. Redding mentioned that there were grantee receptions that we should make sure that we have enough money remaining for that if we want to hold them.
 - ii. Discussed that using the administrative funds for a grantee instead of a reception
 - iii. S. Redding moves that we release reimbursement for Timothy Van Egmond using \$42.19 from the remaining funds and \$382.81 from administrative fund to fully reimburse this project. K. Brand seconded. Unanimously approved.
- 9. Add to next meeting agenda: Survey to get funding priority input from the community.
 - a. P. Mazumdar will create a Google Form for us to review and discuss at the next meeting
- 10. Next meeting planned for Thursday, March 30 at 6:00 pm
 - a. K. Brandt will send meeting invite and include R. Guillaume

Meeting adjourned at 6:47 pm

Minutes submitted by K. Brandt, secretary