

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

Meeting Minutes  
Remote: Zoom video call  
Thursday, April 27, 2023

**In attendance (remotely):**

Members: Stephen Redding, Piya Mazumdar, Kate Brandt, Suhas Barua

Absent: Melanie Marcou

Guest: Gillian Kies

Meeting Called to Order at 6:03 pm

1. S. Redding moved that the minutes from the March 30, 2023 meeting be accepted as submitted by K. Brandt. K. Brandt seconded. Unanimously approved.
2. New Members
  - a. Two people applied to join the Council, Gillian Kies and Wendi Adams.
  - b. P. Mazumdar and S. Redding met with both applicants and both will be joining the Council
  - c. G. Kies joined today's meeting as a guest and will be sworn in by the next meeting to be an official Council member. W. Adams will join us at the next meeting.
  - d. Gillian and the current members introduced themselves.
3. Social Media Updates
  - a. Re-cap of our social media presence: The Council is on Facebook, Instagram, and Twitter
  - b. P. Mazumdar will start to post about a week before each meeting inviting people to attend, linking to the agenda on the town website.
4. Other Info Sharing
  - a. P. Mazumdar will follow up with the town to find out when the Quarterly Newsletter and Annual Report will be published.
5. Volunteer Recognition Event
  - a. S. Barua, P. Mazumdar, and S. Redding attended from the Council.
  - b. They report that it was a great event and a good opportunity to meet other townspeople and members of the town government and members of other committees.
6. Mass Cultural Council update
  - a. P. Mazumdar shared with G. Kies info about the Grant Management System on the MCC site.
  - b. Our MCC Rep, Ricardo Guillaume has left MCC and we are waiting to hear who our next contact will be. Once we know who they are, we will invite to a future meeting.
7. Financial Update
  - a. Sent via email by M. Marcou

- b. We have received only one reimbursement request so far this year. Worcester Chamber Music Society \$500.
  - c. This is in addition to the \$382.81 We had to pay Tim E out of the admin budget for this year (leaving us with \$172.19 in the admin budget)
  - d. S. Barua asked what the admin budget is used for. P. Mazumdar replied that it can be used for advertising, reception expenses, or other administrative expenses.
  - e. S. Redding asked if we should follow up with grantees if we know their event has happened to remind them to put in for their reimbursement. S. Redding will send mass email from the ACC gmail account to this year's grantees. Once we receive info, we will update the shared calendar that P. Mazumdar has already created.
8. Other Business
- a. S. Redding reported on an experience with the Library Trustees. There is a person named Patrick from Alabama who patrols public meetings in Massachusetts and reports when there are violations of the Open Meeting Law. S. Redding will share more information about the Law with the Council.
  - b. Priority Survey
    - i. P. Mazumdar will reach out to Worcester Cultural Council to see if they have examples of their previous surveys
9. Next meeting planned for Thursday, May 18, 2023 at 6:00 pm via Zoom.
- a. P. Mazumdar requested that everyone familiarize themselves with the grant management system prior to the next meeting.
  - b. At the next meeting, our main agenda item will be reviewing the documentation that S. Redding created which outlines our granting process. This document will be sent in advance and will be attached to the agenda for the next meeting.
10. K. Brandt moved to adjourn. S. Redding seconded. Unanimously approved. Meeting adjourned at 6:56 pm.

*Minutes submitted by K. Brandt, secretary*