



Cultural Council Minutes
Meeting Date February 1, 2021
Approval Date: March 1, 2021

Date: February 1, 2021
Time: 6:30 pm
Location: Remote Zoom Meeting

Script for remotely conducted open meetings read at beginning of meeting. Attendance and audio/visual check conducted for each member. Script attached.

In attendance: Pam Nichols, Norma Baker, Chris Beauvais, Paul Schaefer, Anita Shaw, Bette Keene, Sherry Haskins, Brian Stevenson, and Carol Diiorio.

1. Call to Order @ 6:37 by Chairperson Pam Nichols
2. Public Forum - none
3. Approve Minutes 12/07/2020 – Motion to approve minutes by Christine Beauvais. 2nd by Norma Baker. Approved 9-0-0.
4. Treasurer's Report –
Norma Baker nominated Paul Schaefer as Treasurer. Carol Diiorio second. Unanimous roll call vote 9-0-0.
Paul met with Dennis O-Toole earlier to transition role. Shared report. Grant allotment value is \$6,102.34

SUTTON CULTURAL COUNCIL

ANNUAL REPORT - FY2020		
Box 1: Account balance Beginning of period (7/1/2019)		\$ 3,515.45
Box 2: State Revenue (FY 2020 Allocation)		\$ 5,900.00
Box 3A: Municipal Revenues		\$ -
Box 3B: Other Revenues		\$ 11.89
Box 4: Total Revenues	=Box 2+Box 3A+Box 3B	\$ 5,911.89
Box 5: Total Expenditures		\$ 3,138.36
Box 6: Account Balance End of Period (6/30/2020)	=Box 1+Box 4-Box 5	\$ 6,288.98
Box 7: Local Revenue/Interest in Account Balance		\$ -

VOTING MEETING PREPARATION		
Box A: Account Balance End of Period (6/30/2020)	=Box 6	\$ 6,288.98
Box B: Total Expenditures from 7/1/2020 to 10/28/20		\$ 100.00
Box C: Total Pending Expenditures (Encumbered Funds)		\$ 5,881.64
Box D: Additional Local Revenues/Interest from 7/1/2020 to 10/28/2020		\$ -
Box E: Available Remaining Balance	=Box A-Box B-Box C+Box D	\$ 307.34
Box F: Locally Raised Funds/Interest		\$ -
Box G: Administrative Funds for FY2021 (cannot exceed 5% of FY21 Allocation)		\$ 305.00
Box H: FY2021 Allocation		\$ 6,100.00
Box I: Amount available for granting in FY2021	=Box E+Box F-Box G+Box H	\$ 6,102.34

5. New Business:

- Disclosure - Chair read Disclosure form (text follows) completed by all members. Grant Review will include recusals by certain members and include a once through of all grants.

“In my capacity as a state, county or municipal employee, I am expected to take certain actions in the performance of my official duties. Under the circumstances, a reasonable person could conclude that a person or organization could unduly enjoy my favor or improperly influence me when I perform my official duties, or that I am likely to act or fail to act as a result of kinship, rank, position or undue influence of a party or person. I am filing this disclosure to disclose the facts about this relationship or affiliation and to dispel the appearance of a conflict of interest.”

- Criteria – Chair reviewed criteria that must be followed in the review of all funding decisions by LCCs. All three rules are equally important. Criteria for grants:
 1. Arts humanities and sciences related
 2. Public Benefit
 3. Not discrimination
 4. Local criteria - influence and connection to Sutton
- Grant Review & Allocation - Grants were reviewed in order and briefly discussed with a round table style with each member participating.

Norma Baker made a motion to accept grants approvals, disapprovals and award amounts as described/read by Paul Schaefer (attached). Sherry Haskin seconded. Unanimous approval via roll-call vote. Approved 9-0-0.

Sutton Cultural Council Voting Sheet - 02/01/2021

Year	App #	Applicant	Project title	Total Project Expenses	Total Amount Requested	Total Amount Approved	Decision Approved/ Disapproved	Denial Reason	Explanation/Other Details/Notes
2021	39357	MUSIC Dance.edu	Hip Hop Dance Chair Exercise for Seniors!	380.00	280.00	280.00	Approved		Program runs on local cable access. Senior Center usually offers exercise class in person, not with COVID.
2021	40809	Blackstone Valley Vocational Regional School District	Racial Justice Speaker Event	2,000.00	500.00	500.00	Approved		Important topic. Is allotment correct across all towns? No other schools applied for anything.
2021	40819	Sutton Housing Authority	Creative Placemaking - Visual Arts Display	907.00	907.00	907.00	Approved		Lots of local impact
2021	42677	Edward Wirt	Blues Bros. Briefcase Concert	1,600.00	1,600.00		Disapproved	Not enough public benefit	
2021	42768	Edward M. Wirt	Blues Bros. Briefcase Concert	1,600.00	1,600.00		Disapproved	Not enough public benefit	Duplicate?

2021	42876	Betsy Perry	Outdoor Concert Series	1,000.00	1,000.00	250.00	Approved	Partial	Money is available from last year.
2021	43058	Sutton Historical Society, Inc.	Informational Rack Card and Self-Guided QR Code Si	750.00	750.00	750.00	Approved		B.Thom recused himself
2021	43443	Sean S. Padgett	Small Stones Festival of the Arts	18,400.00	500.00		Disapproved	Not enough public benefit.	Online. Very expensive project overall.
2021	44023	David Maloof	Oral History Project	950.00	950.00		Disapproved	Not enough public benefit	No possible prospects listed.
2021	44055	DR. "THE MACHINE" JESSE GREEN	CHAINSaws, CHEESEBURGERS AND ROCK N' ROLL- LIVE!	500.00	500.00		Disapproved	Not enough public benefit	
2021	44485	Brian Stevenson Jr	Paradise Gallery	7,220.00	1,500.00	1000.00	1,000.00	Partial	B. Thom recused himself
2021	45000	Lisa Shea	Writing / Publishing / Marketing Workshop Series	300.00	300.00	213.00	Approved	Partial	
2021	45740	Marilyn Morales	Duo Pianists, Composers & Educators Whipple & Mora	2,500.00	750.00		Disapproved	Not enough public benefit	
2021	45743	Waters Farm Preservation, Inc.	Treasurer	3,500.00	3,500.00	1000.00	1,000.00	Partial	Paul Schaefer and Carol Diiorio recused themselves
2021	46010	Apple Tree Arts	Early Childhood Music Education Series	1,400.00	400.00		Disapproved	Not enough public benefit	
2021	46102	Sutton Preservationist 4-H Club	Petting Zoo Science Project	1,000.00	1,000.00	1000.00	Approved		
2021	46235	Gregory Cook	Wonderland Spectacle Co. Art and Nature Video for	600.00	600.00	200.00	Approved	Partial	
2021	46313	Uxbridge Unleashed, Inc	Dog Park Orientation & Training	1,000.00	500.00		Disapproved	Not enough public benefit	
			TOTALS	45,607.00	17,137.00	-	6,100.00		

- Chairperson Nichols requested assistance with sending out disapproval and approval letters. Norma Baker will send out the rejection letters. Sherry will send out the approval letters. Pam Nichols will provide the sample letters and the email list sheet to Norma and Sherry.
- Next meeting - March 1, 2021.

- Request to discuss ideas for fund-raising and community building outside of allocated grants.
6. Old Business - none
 7. Correspondence - none
 8. Announcements - none
 9. Adjourn @ 8:47

SCRIPT FOR REMOTELY CONDUCTED OPEN MEETINGS READ AT BEGINNING OF MEETING

Confirming Member Access:

As a preliminary matter, this is [identify meeting manager – Chair, support staff, etc.]. Permit me to confirm that all members and persons anticipated on the agenda are present and can hear me.

- Members, when I call your name, please respond in the affirmative. *State each members' name.*
- Staff, when I call your name, please respond in the affirmative. *State each staff members' name.*
- Anticipated Speakers on the Agenda, please respond in the affirmative. *State each anticipated speakers' name.*

Introduction to Remote Meeting:

Good morning/afternoon/evening. This Open Meeting of [Insert Public Body Name] is being conducted remotely consistent with Governor Baker's Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth due to the outbreak of the "COVID-19 Virus."

In order to mitigate the transmission of the COVID-19 Virus, we have been advised and directed by the Commonwealth to suspend public gatherings, and as such, the Governor's Order suspends the requirement of the Open Meeting Law to have all meetings in a publicly accessible *physical* location. Further, all members of public bodies are allowed and encouraged to participate remotely.

The Order, which you can find posted with agenda materials for this meeting allows public bodies to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting.

Ensuring public access does not ensure public participation unless such participation is required by law. This meeting [will/will not] feature public comment.

For this meeting, [Insert Public Body Name] is convening by [telephone conference/video conference via Zoom App/Facebook Live/etc.] as posted on the Town's Website identifying how the public may join.

For "Zoom" Meetings

Please note that this meetings is being recorded, and that some attendees are participating by video conference.

Accordingly, please be aware that other folks may be able to see you, and that take care not to "screen share" your computer. Anything that you broadcast may be captured by the recording.

Meeting Business Ground Rules

We are now turning to the first item on the agenda. Before we do so, permit me to cover some ground rules for effective and clear conduct of our business and to ensure accurate meeting minutes.

- **I/the Chair**, will introduce each speaker on the agenda. After they conclude their remarks, the Chair will go down the line of Members, inviting each by name to provide any comment, questions, or motions. Please hold until your name is called. Further,
 - Please remember to mute your phone or computer when you are not speaking;
 - Please remember to speak clearly and in a way that helps generate accurate minutes
- For any response, please wait until the Chair yields the floor to you, and state your name before speaking.
- If members wish to engage in colloquy with other members, please do so through the Chair, taking care to identify yourself.
- **For Items with Public Comment:**

After members have spoken, the Chair will afford public comment as follows:

- The Chair will first ask members of the public who wish to speak to identify their names and addresses only;
 - Once the Chair has a list of all public commentators, I will call on each by name and afford 3 minutes for any comments.
- Finally, each vote taken in this meeting will be conducted by roll call vote.

[Any additional preliminary comments tailored to meetings]