

**Longmeadow Cultural Council  
June 20, 2018 Meeting Minutes  
Storrs Library**

**In attendance:** Jean Maziarz, Bill Eagan, Trudie Epstein, Tassie Plankey, Andréa Carey, Thea Katsounakis (guest)

**Absent:** Evie Woods, Peg Landon, Pete Thomsen, Jamie Cass

1. **The meeting opened at 7:00.** The minutes from the May 3 meeting were read and accepted.

2. Jean noted that she and Peg Landon met regarding **potential roles for the 2018-2019 year:**

Thea	Grant Communications
Tassie	Finance
Evie	Secretary
Bill	Publicity

3. Jean and members outlined the **grant cycle and responsibilities:**

**August/September**

- [https://www.mass-culture.org/lcc\\_menu.aspx](https://www.mass-culture.org/lcc_menu.aspx)
- New LCC Password sent to Bill
- Log in to get State Funding Amounts
- Meet with Jason Ducharme, Town Accountant, to complete financial worksheet from the State
- Complete Annual Report in LCC online Toolkit to determine the total available grant funds (LCC members can be notified of total funds at a meeting or via email)
- September 1 - Applications open online
- September 15 - Publicize invitation for grant applications
- LCC currently accepts on-line applications only. If LCC chooses to accept paper applications, this must be changed online LCC council priorities prior to the application opening: <https://www.mass-culture.org/Longmeadow>

**September/October**

- Grant applicants enter application online
- October 15 Application deadline

**November-December**

- Applicant Panel Book is available online November 1
- Review applications and select grant recipients
- Clarifications on programs/fund requests can be directed to applicants if needed

- Enter Grant Applicants online
- Send Denial letters (denied applicants have the opportunity to appeal)
- Send Acceptance letters & reimbursement form to recipients (2 weeks after denial letters)

#### **January**

- Grant cycle must be complete by January 15
- Jean recommends completing the grant process by Dec. 31 if possible

#### **Funding Notes**

- All grant funds must be allocated each grant cycle
- Up to 5% of funding can be spent on administration (e.g. mailing, promotions, etc.)
- If grant recipient does not use the funds, they get allocated to the next grant cycle
- MCC required online training addresses Conflict of Interest (COI) when deciding grant awards. Jean confirmed with MCC that LCC members, including Library staff and Board members, can vote on grant allocations, unless there is a COI. MCC guidance on COI is that unless there is a personal gain, it is not considered a COI.

#### **Reimbursing Recipients**

- Recipient has one year to submit request for grant funds
- Once the event occurs, the recipient will send reimbursement form and required documentation to Town Hall (remember to check LCC mailbox regularly)
- LCC validates reimbursement request
- 2 LCC members must sign authorization for reimbursement
- Return Authorized reimbursement form to Town Accountant for check issuance

#### **4. Fund-raising Activities**

- No event is planned for 2018
- Jean noted that as of our meeting, the Storrs Meeting Room is booked through February 2019, with availability beginning March 2019

#### **5. Board Membership**

- Currently 7 members for 2018-2019 year: Bill Eagan, Trudie Epstein, Tassie Plankey, Thea Katsounakis, Evie Woods, Peg Landon, Pete Thomsen
- Bill's term will expire in June 2019
- Town allows 9 members
- Efforts should be made to recruit new members, particularly if there is interest in fund-raising activities

**6. Schedule of meetings**

- Meetings are typically held on Thursday evenings at a public location
- Meeting announcement and agenda must be posted in advance on the Town website
- Heavy on meetings in the fall, with occasional meetings as needed throughout the year
- Scheduled meetings, all located at the Storrs Library:
  - **September 27, 7:00 pm**
  - **November 15, 6:30 pm**
  - **November 29, 7:00 pm**

**7. The meeting adjourned at 8:00**

Respectfully submitted,

Andréa Carey  
(Standing-in for Evie)

**Longmeadow Cultural Council Events 2018 Grant Cycle**

Date	Time	Applicant	Project	Location
12/3/2017		Douglas Jackson	Wilbraham Choral Society Concerts	St. Cecilia Church, Wilbraham
12/10/2017		Douglas Jackson	Wilbraham Choral Society Concerts	First Church, Longmeadow
2018		Pied Potter Hamelin	Pied Potter Hamelin's Magical Potter's Wheel	Longmeadow High School
1/22/2018		The Longmeadow Historical Society	Growing Pains: Western Massachusetts in the Gilded Age	Storrs Library
3/12/2018		Storrs Library-Adult Services	Tales From The Home Of The World's Worst Weather	Storrs Library
3/15-3/27/18		Pioneer Valley Jewish Film Festival	Pioneer Valley Jewish Film Festival	Various Schools & Nursing Homes
4/15/2018	4:00 PM	Novi Cantori of Greater Springfield	Reconciliation	St. Andrew's Church, Longmeadow
4/23/2018		The Longmeadow Historical Society	The Art, History and Science of Photography in the Early 20th Century	Storrs Library
4/29/2018		Douglas Jackson	Wilbraham Choral Society Concerts	St. Cecilia Church, Wilbraham
5/6/2018		Douglas Jackson	Wilbraham Choral Society Concerts	First Church, Longmeadow
Summer 2018		Carol Mazarino	Summer Reading Program - Libraries Rock	Storrs Library
Summer 2018		Roger Ticknell	Community Music Concert	Town Common or Greenwood Park
6/14-6/30/2018		Massachusetts Walking Tour	2018 Massachusetts Walking Tour Concert	Storrs Library
TBD		James J Manning	80s Rock the Library	Storrs Library
6/26/2018	6:30 PM	James J Manning	80s Rock the Library	Storrs Library
7/2/2018		Tim Van Egmond, Folksinger & Storyteller	Summer Reading Performance at the Storrs Library	Storrs Library
7/24/2018	5:30 PM	Arthur & Peter Evans / Makerspace Workshops	3D Design & Printing / Robotics Workshop	Storrs Library
7/26/2018		Longmeadow Park & Recreation Dept	Rod Stewart Concert	Greenwood Park
8/22/2018		Laurie Festa	Music, Music, Music	Storrs Library
9/26/2018	2:00 PM	JGS Lifecare	In the Wee Small Hours Cabaret Concert	JGS Lifecare, 770 Converse St, Longmeadow
10/18/2018		Steve Henderson	Senior Theater - WLLZ Radio Show - a play	Longmeadow Adult Center
various dates		Over Sixty Club	5 Activities	