

**Meeting Minutes - DRAFT**  
**Wellesley Cultural Council**  
**Great Hall, Town Hall, Wellesley, MA**  
**19 November, 2019**  
**7:30, p.m.**

**Present:** Nora Tracy Phillips, Chair; Vivian Bager Holland, Treasurer; Andrea Kaiser (substitute secretary), Rick Kam, Maura Murphy, Laurie Ohlms, and MaryAnne Ullian.

**Absent:** Carole Hughes and Vita Weir

**Resignations:** Nora informed the group that Joyce Wadlington and Michael Scholl had submitted resignations prior to the meeting.

**Introductions:** The members of the Council introduced themselves.

**Report regarding Open Meeting Law and Public Records Guidelines:** Vivian summarized what she'd learned at a July 2019 meeting led by Town Clerk, KC Kato, regarding the Open Meeting Law and how town councils, such as ours, must treat Public Records. She distributed a hand-out that summarized the points made at the meeting that she felt most pertinent to Council members. **A copy of that hand out is attached to these Minutes.**

Among other aspects of the Open Meeting Law that Vivian pointed out to Council members, she reminded us that we must not discuss Council matters via any communications medium, and that when Council members come together in groups of three or more, Council business must not be discussed unless the formal declaration of a meeting has been publicly made.

**Treasurer's Report:** Vivian distributed a current report of the Wellesley Cultural Council's financial activity since 7/1/2019, including a statement of the Council's current balance. **A copy of that report is attached to these Minutes.**

In summary, the WCC had a balance of \$3,650.22 in its account at the end of FY19. Since then, between 7/1/19 and tonight, the WCC has reimbursed \$1,300 in approved and promised grants and has outstanding grant reimbursement expectations of \$1,700 before 12/31/19. The exception to that reimbursement expectation is a \$200 grant the WCC had awarded to Maitreyee Chakraborty. Ms. Chakraborty has informed Vivian that she had not run the program she'd proposed, so would not be seeking reimbursement. Vivian told us that we would need to vote on how to allocate that \$200 that had been granted, but not used.

**ACTION:** Our Council voted unanimously to use the \$200 from the unused Chakraborty grant towards FY 2020 grant awards.

Similarly, Vivian reminded us that the Mass Cultural Council had decreed that as of this year, every Local Cultural Council would be required to conduct a Community Impact Survey. We will have to do that in the spring, and there will be costs associated with doing that. She proposed that we vote on whether or not to hold \$250.22 of our WCC funds to pay administrative expenses, such as conducting that survey.

**ACTION:** Our Council voted unanimously to set aside \$250.22 to conduct a community survey and to pay for any other administrative costs the Council might encounter, realizing that we would take this year to learn how much our administrative costs are so we can best budget them in future years. If they are less than \$250, we will return the leftover funds to the WCC account. The Council further agreed to meet again in January or February to discuss how best to conduct that survey, among other matters.

Vivian reminded us that Wellesley's allocation from the Mass Cultural Council for FY20 had been \$6,100. That, added to the \$400 carry over we had from FY19 left us with \$6,500. Having just voted to allocate the \$200 returned to the Council by Maitreyee Chakraborty to funding programs for FY20, Vivian declared that the WCC had \$6,700 to allocate to program applications for FY20.

**GRANT DISCUSSION:** Before we began to review the grant applications that had been submitted, Nora reviewed the findings from last spring's Community Impact survey, reminding us that the community had then reported that it wanted to see funding go to programs at the Tolles-Parson Senior Center, and to such things as hands-on classes, chamber music, outdoor concerts, lectures, art fairs, multi-cultural events, and open mic nights.

Nora then read letters and messages in support of certain applications we were about to consider that had come to her from the Tolles-Parsons Senior Center, from the Bellingham Cultural Council (for John Root's proposed program), and from an English teacher at WMS in support of Ian Lei's grant proposal. She also exhibited a clipping regarding the Electrical Box Light Program (for which we had received a grant application) from the most recent edition of *Hometown Weekly*. It provided us with information both about the program itself and about the seriousness with which it was being undertaken.

Finally, in an effort to prioritize which of the applications we'd received we felt of most benefit to the citizens of Wellesley, we considered whether or not to consider the applications of applicants whose programs would take place in any town other than Wellesley.

**ACTION:** The Council voted unanimously to remove from consideration applications for programs that would be presented outside of Wellesley, feeling that given the mere \$6,700 we had to spend, there were sufficient high-quality applications for programs that would take place in Wellesley and that would most benefit residents of the town.

After much discussion regarding the merits and shortcomings of each of the 21 grant applications the Council had received,, the Council voted to allocate its \$6,700 in the following way:

**ACTION:** The Council voted unanimously to award grants in the amounts listed below.

**GRANT ACTIONS:**

<u>Applicant</u>	<u>Application ID</u>	<u>Amount Requested</u>	<u>Amount Awarded</u>
Ian Lei	28814	\$500	\$250
Steven Swanger	30553	\$1000	\$700

John Root	30609	\$450	Not funded
Wellesley Choral Society	30950	\$2000	\$1000
steven henderson	31019	\$300	\$300
MUSICDance.edu	31924	\$500	\$300
Wellesley Society of Artists	32961	\$660	\$400
Susan Morris	33126	\$1,000	\$800
Mary Green	33159	\$360	\$160
Upasana	33445	\$200	Not funded
Wellesley Symphony Orchestra	33712	\$1,200	\$1000
Wellesley Women Artisans	33927	\$600	\$500
Davis Bates	34576	\$450	Not funded
Wellesley Historical Society	34895	\$800	\$200
Mass. Educational Theater Guild	35000	\$500	\$500
Handel & Haydn Society	35093	\$500	Not funded
Weston Art and Innovation Center	36758	\$250	Not funded
Winchendon Music Festival	36855	\$1,000	Not funded
Wellesley Chamber Players	37283	\$800	\$500
Maitreyee Chakraborty	37367	\$300	Not funded
Sound & Spirit Inc.	37417	\$250	Not funded

Having allocated these round amounts, the Council found itself with \$90 unallocated.

**ACTION:** The Council voted unanimously to keep \$90 in reserve.

The meeting was adjourned at 9:40 pm.

Respectfully submitted by Andrea Kaiser

# Public Records Law + Open Meeting Law

Meeting Notes

Wellesley Town Hall

17 July 2019

## Public Records Law

- Post minutes from meetings to the Town's website.
- Best practice is to submit draft minutes immediately following the meeting. Revised minutes should be posted once approved.
- All documents presented or discussed at the meeting must be posted on the Town's website.
- You have 10 days to respond to a public records request. Notify [records@wellesley.gov](mailto:records@wellesley.gov) of any requests.
- All text messages, emails, snap chats etc. between board members are considered public documents.

## Open Meeting Law (OPL)

- Sub-committees are subject to OPL just like the board. Be mindful of this when two members gather. For example, if they gather to work on a project together. If any deliberation will occur you must notify the public.
- Must notify public ahead of meeting with WHERE, WHEN and WHAT will be discussed (the agenda).
- Must have a quorum of the board to be a valid meeting.
- Email is not your friend as it is easy to violate OPL. For example, deliberation between three people via email is a violation of OPL
- Agenda discussions are not violations of OPL. It is okay to discuss where to meet and what to discuss. Making decisions or sharing opinions about a project without notifying the public is a violation.
- Paid staff (daytime government) can't violate OPL.
- Discussions during Town Meeting are exempt from OPL.

## What is NOT a meeting?

- Attendance by a quorum at an event provided there is NO deliberation.
- Attendance by a quorum at a meeting of another body provided there is NO deliberation.
- Town Meeting is exempt from OPL.

### **What is NOT deliberation?**

- Sub-quorum as long as it is not a subcommittee.
- Meeting agenda and scheduling discussions.
- Distribution of reports with NO deliberation.

### **Ideal practice is to circulate documents by sharing at an open meeting and posting documents on the Town's website ahead of that open meeting.**

- Post meeting notices to Town's website (agendas) 48 hours ahead of meeting (excluding holidays and weekends). Include DATE, TIME, LOCATION and reasonably advise public of agenda items.
- Meeting is legitimate once it is physically posted at Town Hall and on the Town's website.
- Minutes must include DATE, TIME, PLACE, MEMBERS PRESENT and sufficient detail to advise absentees of what transpired. Be certain to include any VOTES, DECISIONS and ACTIONS TAKEN as well as a LIST OF DOCUMENTS AND OTHER EXHIBITS used at the meeting.
- Post DRAFT MINUTES to Town's website within 30 days or within the next three meetings – whichever comes later. Best practice is within 30 days.
- Post APPROVED (final) MINUTES to Town's website.
- Attach any documents used at the meeting to the minutes.

**WCC Treasurer's Financial Report: 6/30-11/19/2019**

**WELLESLEY CULTURAL COUNCIL**

Account Balance End of Fiscal Year (6/30/2019)	\$3,650.22
Total Expenditures (from 7/1/2019 - 11/18/2019)	\$1,300.00
COA - Dancing Through the Decades	\$400
Steven Swanger - Wellesley Town Band	\$400
Wellesley Theatre Project	\$500
Total Pending Expenditures	\$1,700.00
True Story Theatre	\$300
Deb Brown - Little Free Library	\$400
Laura Robert - Art in the Park	\$500
Alicia DePaolo - Lidarti's Esther	\$300
*** Maitreyee Chakraborty - Within Me	\$200
Available Remaining Balance	\$650.22
Administrative Funds for 2020	<u>\$250.22</u>
Carryover from FY19	\$400.00
FY 2020 Allocation	\$6,100.00
<b>Amount available for granting in FY 2020</b>	<b>\$6,500.00</b>

\*\*\* Per. Ms. Chakraborty this program will not occur in 2019.

Vivian Baguer Holland