

# Northborough Cultural Council Meeting Minutes



**Monday, November 29, 2017**

**Northborough Town Hall, Conference Room C**

**Meeting Called to Order: 7:05pm**

**In attendance:** Bich Nguyen, Steve Smith, Seira Shelton, Lesley Shore, Selvi Oyola, Scott Nolan, Peter Worrest

**Absent:** none

1. Selvi informed that she completed Conflict of Interest forms and submitted them to the Town Clerk per recommendation of Mina Kim and our town liaison Diane Wackell for the case of the grant application submitted by Melican Middle School. Selvi has a daughter at Melican and therefore needed to submit these forms in order to be able to vote on grant decisions. . This act enables Selvi to be able to vote once again on the application received from the Middle School.
2. Scott and Seira, who also have a Conflict of Interest for the case of the Middle school application due to their respective children attending Melican, had not yet submitted the Conflict of Interest forms to town and therefore sat out of the voting process for the Melican Middle School Grant Application. A vote on this particular application was taken with five members meeting the required quorum.
3. The entire council then carefully reviewed and discussed the grant applications submitted per MCC guidelines and Council Priorities. Overall impact in our community and close alignment with guidelines and priorities were discussed. Final amounts for grants were voted on.

Next Steps:

- Peter will send out rejection letters to 3 organizations tomorrow morning.
  - We will wait the mandatory 2 week grace period for these organizations to review and request appeals
  - Lesley and other members (to be determined in the next meeting) will coordinate sending the acceptance letters (both in electronic and paper form) after the 2 weeks' time
4. The council needs to wait for two weeks of grace period for a potential reconsideration request from those rejected applications. If a request for reconsideration is submitted, the Council shall then once again review each application and start the voting process over. If no requests of reconsideration are to be received, this meeting's decisions will be published as final.
  5. The Annual Report needs to be filed with the State (MCC) by January 15, 2018. We will review this in our next meeting.
  6. The Annual Report needs to be filed with the Town by Jan also. We will give ourselves the deadline of completing this by Dec 20, 2017.
  7. Next meeting is set for December 20, 2017 at 7pm.

**Meeting called to adjourn at 8:10pm**