



MEETING MINUTES

August 21, 2019 05:33PM | ESTHER HOWLAND CHAMBERS, CITY HALL

TYPE OF MEETING	Monthly Meeting – August
FACILITATOR	Samantha Fiakofi
NOTE TAKER	Lisa Malo
ATTENDEES	Yasmin Goris, Mitchell Perry, Gabriel Rollins, Nikki Erskine
LATE	
GUESTS	Che Anderson

AGENDA TOPICS

HELD AGENDA ITEMS FOR GUEST DISCUSSION: Che Anderson talked about upcoming cultural project in Worcester – “Lit Fest.” Invited the Arts Council to consider getting involved. Council to discuss further at next month’s Arts Council meeting.

I. OFFICERS

- a. Meaghan Hardy-Lavoie has resigned from the Arts Council.
- b. Samantha will be interim Chair until we officially vote in new officers.
- c. Samantha and Nikki will touch base on filling the open Arts Council member position(s).

II. APPROVAL OF MINUTES	
CONCLUSION	Approved
Gabe moved to approve minutes from July meeting. Mitchell seconded the motion.	

III. BUDGET REPORT	
CONCLUSION	
Samantha motioned to hold for September Arts Council meeting. Mitchell seconded.	

IV. UPDATE ON WAC STAFF TASKS & EVENTS

- a. New email address: artscouncil@worcesterma.gov. Those emails go to Nikki Erskine. She will review and forward as appropriate.
- b. This Weds., 8/28, there is a Worcester Public Schools event at the Worcester PopUp that starts at 6pm. Lots of local artists talking about how they can get involved in the city of Worcester. Gabe is interested in attending.



- c. Nikki put Survey on .gov and .org sites, and on Cultural Coalition social platforms.
- d. Cultural Coalition has taken over the Dropbox.

V. REIMBURSEMENTS					
APP #	Individual/Organization	Amount	Decision	Status	Notes
O-302-19	Art in the Park	\$5000	Approved		
O-19849-19	Audio Journal	\$1500	Approved		
O-304-19	Black Heritage Committee/Stone Soup	\$1700	Approved		
O-308-19	Joy of Music Program	\$1224.15	Not Approved		There was a question about whether or not the Joy of Music reimbursement could be accepted as it's for salaries/stipends. This matches the original grant application.
O-309-19	Mass Symphony Orchestra	\$5000	Approved		
O-24087-19	Render Creative	\$1928.12	Approved	Partial	
O-301-19	African Community Education	\$2200	Approved		

VI. GRANT GUIDELINES FOR FY20

a. GUIDELINES

- i. Discussion about “funding restrictions” – we do not fund operational costs. Sam motions to add, unanimously voted to add to Funding Restrictions. If an employee is an employee – we will not fund activities that are a part of their regular duties. Already in sample budget. Add to Funding Restrictions.
- ii. Required Supplemental Materials – add info on Budget template
- iii. Add to required materials – if an artist is contracted to work with a group, should we add that we need resume or other link to that artist's credentials. We ask for a commitment letter from them, but do not currently ask for this. Add in ask for resume and/or website to show the contracted artist's credentials and/or work.
- iv. Add page numbers to the guidelines

b. SAMPLE BUDGET



- i. Make a template of the Sample Budget available for grant applicant use

c. PRIORITIES

- i. Current priorities based on survey responses are: Children's Programs, Performing Arts, and Public Art
- ii. Sam motioned to vote the above items as WAC's official 2020 priorities; vote unanimously approved

d. APPLICATION

- i. Worcester is one of last places to still accept paper applications. We do not currently accept online applications for Fellows. Would not having paper applications be a barrier for anyone who doesn't have computer access?
- ii. To get Fellowship application online, we would have to talk to MCC about getting their application platform updated.

e. CAPITAL EXPENDITURES

- i. Sam to update info on capital expenditures to include details from the LCC guidelines
- ii. MCC got rid of the requirements on capital expenditures; WAC opted to keep the restrictions on capital expenditures

f. FAQs

- i. Add Cultural Coalition contact info to the FAQs

VII. GRANT WORKSHOPS

- a. Typically, the Council has the first workshop during the September Arts Council meeting; hold a short meeting 6-6:30, and then have the grant workshop from 6:30-7:30 after.
- b. Doodle poll for second Grant Workshop
- c. Event Committee will be facilitating and leading the workshop; in the past, we've gone over a PowerPoint that introduces WAC, the grant opportunities, our priorities; then we've broken out into groups (fellows, project-related questions, budget-related questions)
- d. September meeting we've held it in Levi Lincoln chamber because we had technology needs; Need to let Nikki know so that we can book the room in advance
- e. 2nd Workshop, last year we had it at Clark University; that was well-received; Events Committee can coordinate with Stephanie on this.
- f. Discussion about doing a "live" event on social media – Instagram and/or Facebook



- g. In 2018, we had 20-30 people attend at Clark. The one at City Hall was more.
- h. Social Committee to add the dates to our social media pages and grant opportunities coming up. Post the Dos and Don'ts as social posts, etc. – tag Nikki to reshare.

VIII. LCC ACCOUNT FORM

- a. Richard Cusson fills this out. Sam to set up time with Nikki and Mitchell to discuss and review our interest.
- b. In the past, we've used our interest to fund food at our grant meetings. Samantha wants to vote to keep interest rather than rolling it into grant funding. We voted to continue to reserve our interest for this purpose.

IX. FUNDING PRIORITIES SURVEY

- a. Tom will do a full review of results at our next WAC meeting.
- b. Movies on the Common, Out to Lunch, Field Day, Caribbean Fest – all events to consider canvassing to get additional input.
- c. Make list beforehand of events, etc. – promotion is primarily under Social Committee's area of responsibility.

MEETING ADJOURNED AT 6:44PM