

ABCC Approved Minutes 2017/11/06
Acton Town Hall, Room 204
Meeting opened at 7:12 p.m.

Attendees: Palma Cicchetti, Nancy Evans, Tal Dassau (High School member), Sharon Garde, Karen Myers, Diana Nestorova, Sunanda Sahay, Ramika Shah

Absent: Suman Adishesu, Natalie Dawn (High School member), Sheila Hanrahan, Linda Mayer, Dawn Wang

Public: Janet Adachi, Board of Selectmen
Jennifer Barrett, Boxborough Town Accountant

Public Comments: No comments.

Finance Training

Jennifer Barrett (Boxborough Town Accountant, jbarrett@boxborough-ma.gov) handles the town funds for both towns & the Cultural Committee funds. She processes payments for grant applications and works with every committee.

Jennifer is meeting with all the committees prior to December 15, 2017 and presenting the same agenda to all committees.

1. Payables Submission Procedures were handed out. The following is required for her to write a check:
 - original invoices
 - all materials must be provided to her by noon FridayShe prints checks every Tuesday, usually less than 2 week turnaround
2. Vendor list: Jennifer prefers that vendors be billed & Finance will pay the bill (rather than reimbursing vendors). She has the paperwork needed to set up vendor bill to go directly to her (e.g. Market Basket for food, Staples, WB Mason, video services; etc.); receipt goes to Jennifer for payment when bill comes in. New vendors: Jennifer needs W-9.
3. FY2018 Budget Worksheets and Ledger History-Variance & interest revenue earned on grant funds were handed out. Boxborough town funds allocated for FY18 are \$1400 (\$100 less than 2017). There was a discussion on the amount the committee would like to request for next year. Jennifer needs the requested amount prior to the December 5th 2017 Boxborough budget meeting.
4. Volunteer Hours Survey: Need to email Jennifer by May 2018 the ballpark figure of annual volunteer hours. This should include
 - time spent on general business, reviewing applications, research, administrative tasks, attending programs sponsored by ABCC, etc.
 - include both group and individual hours

Treasurer's Report

Was handed out and the encumbered funds were reviewed.

- \$9,961 is available for grants
- \$465 in reserve (5%)

Two 2016 grants totaling \$616 were not expended, that money has been added to this year's budget.

The town funds fiscal calendar is July to June, the MCC fiscal calendar is the calendar year.

Grant Review

Sharon brought up that the MCC website no longer states the ABCC requirement that a grant for an event taking place outside Acton-Boxborough and organized by an out of town group must have a letter of support from an Acton or Boxborough resident. She voiced her concern that we cannot enforce this new requirement this year.

#1801/10518 American Sign Language Interpretation for Cinderel at the Open Door Theater. Palma made a motion to fund \$300; seconded by Ramika. Motion unanimously approved to grant \$300.

#1804/11010 COMBATTING HATE & PREJUDICE Sharon indicated that there is no confirmed date for the event but the RJ Grey academic support person supports project. Sunanda suggests that we deny funding for now and request a date. Once there is a confirmed date, we can consider providing from the Acton town fund as there is no deadline for funding from Acton fund. Sharon made a motion to deny funding, seconded by Ramika. Motion unanimously approved to deny funding from MCC funds.

#1805/11032 In the Eye of Another from the RESS FOUNDATION. Same application as past years and no confirmed event date. Palma made a motion to deny funding, seconded by Sharon. Motion unanimously approved to deny funding.

#1806/11289 Sounds of Stow Palma stated that the budget was high. Nancy made a motion to fund at \$300, seconded by Ramika. Motion unanimously approved to grant \$300.

#1807/11633 Attracting Birds, Butterflies, and Other Beneficia Last year performed similar program at Acton Senior Center, invited by the Acton Library this year and a new program with birds, bees, etc. Ramika made a motion to grant \$300, seconded Nancy. Motion unanimously approved to grant \$300.

#1808/11897 Thus We Sing: Songs of Spring, Love and (Some) by Nashoba Valley Chorale While not in the application packet, the applicant confirmed the site with

Sharon by phone. About 15 members of the group are Acton or Boxborough residents. Requested \$1000. Sharon made a motion to grant \$300, seconded by Nancy. Motion unanimously approved to grant \$300.

#1812/ 12368 Plein Air Poetry Chapbook 2018 Last year \$200 was granted, this year they are requesting \$250. Sharon made a motion to grant \$250, seconded by Karen. Motion unanimously approved to grant \$250.

#1814/ 13027 Bach's Lunch Concert Series This monthly series is well attended, mostly by seniors. Sharon made a motion to grant \$500, seconded by Ramika. Motion unanimously approved to grant \$500.

#1815/ 13084 83rd Regional Exhibition of Art & Craft at the Fitchburg Art Museum. Sunanda made a motion to grant \$200, seconded by Nancy. Motion unanimously approved to grant \$200.

#1816/ 13129 2018 Stone Carving Symposium Diana made a motion to grant \$200, seconded by Palma. Motion unanimously approved to grant \$200.

#1818/ 13177 Eye-Tracking Acton-Boxborough Biometric tools to understand behavior & walkability. AB PIP Stem and Discovery Museum partnership. Requested \$700 grant. The 2010 grant won MCC 'Gold Star'. Diana made a motion to grant \$200, seconded by Sunanda. Motion unanimously approved to grant \$200. Will revisit later grant additional funds from the Acton Town Fund.

#1819/ 13819 Massachusetts Thespian Festival an annual event which will take place at ABRHS. Funds requested for background checks on all adult professionals involved in program. Diana made a motion to grant \$200, seconded by Karen. Motion unanimously approved to grant \$200.

#1826/ 15070 Traditional Senu Fan Painting Art Workshops is a youth program; letters of support from the library. Sharon made a motion to grant \$250, seconded by Nancy. Motion unanimously approved to grant \$250.

#1827/15445 2018 Concert at Acton Senior Center Granted \$150 in 2017. Asking for \$400 this year. Sharon will ask him for letter of confirmation from the venue and statement about Mike Mai's role. Sharon made a motion to grant \$200 pending a confirmation letter, seconded by Ramika. Motion unanimously approved to grant \$200 pending confirmation letter.

#1832/16282 Debussy at 100 - Free ticket program by the Worcester Chamber Music Society. The performance will be held at the Harvard Unitarian Church. There is a limited number of Acton participants. Palma made a motion to grant \$150, seconded by Diana. Motion unanimously approved to grant \$150.

#1839/ 17152 Learn Ukulele with Julie Karen made a motion to grant \$250, seconded by Diana. Motion unanimously approved to grant \$250.

#1840/ 18280 5th Annual Chinese Music & Dance Night Karen made a motion to grant \$400, seconded by Nancy. Motion unanimously approved to grant \$400. Ramika made a motion to grant \$500 from the Acton Town funds, second by Sharon motion withdrawn. Ramika made a motion to grant \$400 from Acton Town funds, seconded by Sharon. Unanimously approved to grant \$400 from Acton Town Funds.

#1846/ 19434 "Amy Beach and Her Contemporaries" by the Concord Women's Chorus There is a history of past grants. Ramika will reach out to get the number of Acton and Boxborough participants. Ramika made a motion to grant \$150, seconded by Palma. Motion unanimously approved to grant \$150