

ABCC Minutes 2018/06/11  
Acton Town Hall Room 126  
Meeting opened at 8:05pm

Attendees: Palma Cicchetti; Sharon Garde; Sheila Hanrahan; Karen Myers; Sunanda Sahay,  
Dawn Wang; Tal Dassau (high school member); Natalie Dawn (high school  
member)

Janet K. Adachi, Selectmen Liaison

Absent: Suman Adieshu; Nancy Evans; Diana Nesterova; Ramika Shah

Public Attendees: Priya Kumar; Aparna Ramasundar

**1. Public Comments:** No public comments

**2. Approve Minutes from Previous Meeting:** Sunanda motion; Dawn seconded; all in favor

**3. Treasurer's Report** (Sheila): Only one grant award reimbursement form has received since March. Currently there is a balance of \$9,211 in MCC funds. The budget report reflects two awards from last year (items 1712 and 1737); the remaining items are this year's grants. Boxborough funds: Sheila has received a reimbursement request for Steele Farm (\$200); expenses from the April Reception; Greg Hutchins for the Film Series (2 expenses); and one additional pending request, resulting in a \$588 balance. These funds must be expended this month.

Acton funds: China Garden: Sheila resubmitted a \$1,250 reimbursement request on behalf of Dawn/Hongbing for the Design Phase, China Garden project. The remaining \$1,250 in grant funds will be awarded after completion of the entire project. \$108 was expended from the Acton funds for the June awards event. Current Acton funds balance is \$3,819. Sheila will confirm how much more is expected to be expended in grant awards this year. Some awards from last year are still open and have not been paid. Sharon observed that some grants may have expired from last year; Sheila will confirm.

There was discussion concerning grant award period: Dawn confirmed that the 18 month grant award term may begin in July prior to the award date (January) and extend over the 12-month calendar year following the award date.

Sharon made a motion to accept the Treasurer's Report; the Report was unanimously accepted.

**4. Membership Status:** Priya (Acton) has had her interview and anticipates being cleared for board service in July. Aparna (Boxborough) has just started the process. Janet explained the on-line ethics course and interview process. Sunanda encouraged committee members to attend town volunteer appreciation events in both Acton and Boxborough.

Janet indicated that members who resign early should send a formal letter of resignation to the committee chair as well as to the board of selectmen.

Sheila Hanrahan: Has been sworn in again for a second three-year term.

Sharon indicated that there are four potential new members. Our two ABRHS students are interested in continuing next year. Our goal is 10 members.

### **5. Assignments for Next Year:**

Facebook: Priya has volunteered.

Website: Aparna has volunteered.

Publicity, e.g., flyers for the film series; bookmarks. Palma explained that she publicized items on Patch, COA; other media and venues. Priya has volunteered. Sheila suggested that we publicize information about the grant round in September, to include notification to high school students. Tal explained that student clubs are notified via email, group Facebook pages, and through word-of-mouth. Sunanda encourages the students and advisors to “like” the ABCC Facebook page.

The grant application process starts September 1, 2018. Our first meeting in the new fiscal year is September 10. There was some discussion about how to get the word out in a timely manner prior to the September 1 application open.

### **6. China Garden update:** Dawn:

The bridge construction will begin this summer. The project also garnered a \$6600 grant from the Acton Chinese School for the bridge and boardwalk design. ABCC awarded the project a \$2,500 award. \$1,250 will be awarded after the Design phase (see 3. Treasurer’s Report, above) and \$1,250 will be awarded upon completion of the project. Dawn (as grantee) is encouraged to email Sheila with updates, to include indication of project completion. A tour of the site was held last week.

### **7. Fifers Day Planning;** Sharon: Flerra Field, on Stow Road, Boxborough

Saturday 6/16/18: 11pm – 3pm: Volunteers include: Sharon; Sunanda; Sheila; Karen.

Sheila: Chairs, table, canopy (Sheila)

12-1pm Setup: Sharon, Sheila

Sharon: Table cloths etc

1-2pm Karen, Sunanda

2-3pm Sharon

Dawn also mentioned Chinese Music Night on Friday evening, 6/15/18, 6:30-8:30pm, Nara Park, Acton. Supported with ABCC grant funds.

### **8. Farmers Market planning:** Sharon: ABCC date -- July 29, 10am -1pm

Volunteers: Tal; Nancy; Priya; Diana; Apurna; Sheila

Equipment needed: Chairs, tablecloths. Set up must be done by 9:50am.

10am: Sheila, Sharon, Apurna

12pm: Tal; Nancy

11am: Priya, Karen

1pm: Diana, Sharon

**9. Boxborough Harvest Fair planning:** Sharon: September 8. Space requested but not yet confirmed.

Sheila suggested that we include notification of ABCC presence at these events on website and Facebook.

**10. Website Hosting:** Sharon: Current web host (Start Logic) is a considerable cost. She is interested in migrating to Google Site hosting, which will cost significantly less. Sheila to check on payments for web services within last 12 months; Nancy may have been paying this fee. There was discussion about using WordPress. Palma indicated that there may be security issues with WordPress. Google will be secure.

**11. End of year council lunch:** Sharon to set up a Doodle poll.

**12. Additional items:** Sharon:

*Dyeing to Wear it:* Was awarded a grant (\$150) but the organizer has cancelled twice with the Acton Library venue. It seems unlikely that she will be able to hold the event at the library as presented in the grant application. After discussion, the committee agreed to withhold the funds for this award round, and request that the organizer reapply during the next cycle. Sharon to communicate this feedback to the project organizer.

*Ironwork Farm* proposal (submitted via email by Greg Hutchins 6/10/18): “Hidden History Hike” will be held October 21, 2018 and presented by local archaeologist (former chair, Acton Historical Commission). Greg requests \$250 from ABCC-Acton funds to defray the \$250 speaker’s fee.

Palma: Should organizations be allowed to request funds outside the grant cycle? Should we publicize on the website that groups may request funds in addition to the grant cycle?

Janet: Typically town funds may be used for various purposes. There have been precedents where funds were expended outside of grant round (e.g., China Garden).

General Discussion: Motion (Sharon) to request that Ironwork Farm submit a grant application during the 2018 round. Seconded (Sheila). Unanimous decision. Sharon to share the committee’s decision with Greg via email.

**Additional notes:** Sunanda reminded the committee that email is to be used for information purposes only. Group discussion is reserved for the monthly open committee meeting.

Meeting adjourned at 9:15 p.m.

Meeting notes submitted by: Karen Myers, ABCC