

ACTON BOXBOROUGH CULTURAL COUNCIL  
MEETING MINUTES  
OCTOBER 3, 2023  
7:30 PM, VIRTUAL MEETING

PRESENT: Jin Yang, Nancy Savage, Mary Hurley, Chelsea Reinhold, Brijesh Singh, Hongbing Tang  
ABSENT: Eddy Zhao, Maria Paunescu, Ben Davies  
PUBLIC ATTENDEES: None

**Opening:** Chair Jin Yang opened the meeting at 7:32pm

**I. Regular Business**

1. **Public Comments:** There were no public comments at this time.
2. **Minutes from the August 29, 2023 meeting:** Ms. Yang motioned to approve. Ms. Hurley seconded. Motion passed unanimously.
3. **Treasurer's Report:** Mr. Singh presented the Treasurer's Report. He spoke about several applicants who had been processed on 9/5/23. Ms. Yang motioned to approve the Treasurer's Report. Ms Hurley seconded. Motion to approve passed unanimously.
4. **Film Advisory Group:** Ms. Yang stated that the group met on September 21, 2023. The group discussed eliciting donations and applying for a ABCC Grant. Mr. Singh and Ms. Yang discussed the ability of the Film Advisory group to deposit money into the ABCC or other account. Mr. Singh will be meeting with Kelli Pontbriand, Boxborough Town Accountant on 10/6/23, and he will discuss that and another accounting need at that meeting.

**II. New/Special Business**

1. **Grant Cycle 2023-2024.**
  - a. Applications due between 9/1 and 10/17/23. Ms. Yang stated that 15 applications are in process. She also stated the need for some new brochures from some applicants whose information is outdated. Mr. Singh stated that he'd already received a letter of support for an applicant.
  - b. Financial Report Mr. Singh stated that the report is due on October 17, 2023. He and Ms. Yang will discuss one applicant post-meeting.
  - c. Grant Review: Exemption forms and disclosure forms were discussed by the committee. Certain members will complete Exemption forms, and must be done before the next ABCC meeting (11/7/23). Everyone will complete a disclosure form based on a template to be provided by Ms. Yang. The forms need to be taken to one's Town Hall or email to town clerk's office.
  - d. Grant review: Assignment process was discussed. It was decided that Ms. Yang will distribute them randomly (not by subject/arts area). It was decided that Mr. Singh has a heavy workload on the Committee and will

be given fewer applications to review. When the Committee meets again, it was decided that members can help each other or take more of a load off of one another. Ms. Yang reiterated the rules regarding getting letters of support from applicants: If the activity or the person applying is from Acton or Boxborough, no support letter is needed. Otherwise, a letter of support is required. All applicants will need letters from the venues they plan to have an activity at.

2. **Other: Cultural District:** Ms. Yang stated that there will be a brainstorming meeting on 10/15/23 to see if there is interest in a South Acton Cultural District being formed. Anyone is welcome to attend.
3. **Next Meeting:** November 7, 2023, to begin discussing applications, which Ms. Yang will send out to all members. Future meetings are generally needed to complete the full review of applications, therefore it was decided that the Committee would meet on 11/7, 11/14, 11/28, 12/5, 12/12, or only as far out as needed.

### **III . Consent Items:**

None.

Ms. Yang motioned to adjourn meeting at 8:10pm. Ms. Hurley seconded. Motion to adjourn passed unanimously.

Respectfully submitted by  
Nancy Savage, ABCC Secretary.