



**ACAC Grants Committee**

**Date:** August 12, 2024

**Time:** 7:30 p.m.

**Location:** Town Hall Annex, first floor meeting room, with remote participation by Zoom

**Attendance** (p=present, x=absent)

Andrew Conway	P	Nancy Gray	P
Shelley Chhabra	X		

**AGENDA**

**Administrative items**

1. Vote on approval of past meeting minutes: 7/8/2024
  - Vote to approve made by: Nancy Gray
  - Seconded by: Andrew Conway
  - Motion passed unanimously

**Committee officer updates**

2. CO-chair update
  - Survey in progress, closing September 15
  - Recruitment looking good
  - We have a new Town liaison - Jennifer Joslyn-Siemiatkoski (Office Manager with the Department of Planning and Community Development)
  - Process for appointing new members:
    - Committee votes to appoint new member (nominally at September 9 meeting)
    - Prospective member writes letter of interest for Select Board
    - Prospective member attends Select Board meeting on September 23
    - 5-10 minute interview followed by appointment
3. Treasurer update
  - Grant amount expected within next two weeks
  - Mass Cultural Council's FY25 budget appropriation is a record \$26.9 million
4. Secretary update
  - Approved minutes from 2024 posted to Town website
5. Publicity update
  - Todd posted the survey on our Facebook page

**Grant cycle discussion**

6. 2023 grant cycle discussion, including vote on final reports, if applicable
  - Final reports outstanding from:
    - Restoration & unveiling Dallin painting. "Birdbath - Autumn"(Brian)
      - Andrew to follow up

- Boston Tap Party (Nancy)
    - Andrew followed up on July 24; another follow-up needed
  - MCA's WCT ASL Storytime & Interactive Creativity Workshop (Nancy)
    - Andrew followed up on July 24
    - Contact said a copy would be sent asap
  - Final reports submitted to review:
    - Monumental Gestures (Todd)
      - Project went up in November 2023
      - Todd received report in January and will share with the Committee for review at next meeting
      - Andrew moves that we accept, Nancy seconds, unanimous approval
7. 2024 grant cycle discussion, including vote on final reports, if applicable
- Forms to be countersigned:
    - Westford Chamber Players - Movie Themes for Strings
  - Final reports submitted to review:
    - Westford Chamber Players - Movie Themes for Strings
    - Andrew moved that we accept
    - Nancy seconded
    - Unanimous approval
  - Outstanding forms:
    - The New Romantics: Revolutionary Expression in Chamber Music (Andrew) - Grantee provided assurances that forms would be sent asap
    - Magnolia Park Summer Music Series (Shelley)
    - Belmont World Film's 21st Family Festival (Shelley)
    - Khelna (Play) (Shelley)
    - Emerging Artists at Arlington Jazz Festival (Shelley)
  - Other notes:
    - No responses from Footsteps of the Patriots: A March of History

### **Other business**

8. Review of 2025 grant cycle timeline
- October
    - Grant applications must be submitted to the LCC through the online system by the deadline, October 16, 2024 at 11:59pm (ET).
  - November – December
    - LCCs hold voting meetings to make decisions on applications, send denial letters, and address reconsideration requests.
  - January – March
    - LCCs submit their Annual Reports
    - LCCs send approval notifications and publicize grant awards.
    - LCCs begin processing reimbursement requests or direct grants.
9. New Business
- None

### **Adjourn**

- Vote to adjourn made by: Andrew Conway
- Seconded by: Nancy Gray
- Motion passed unanimously
- Meeting adjourned at 8:05pm