

ACTON BOXBOROUGH CULTURAL COUNCIL
MEETING MINUTES
JANUARY 10, 2023
7:30 PM, VIRTUAL MEETING

PRESENT: Jin Yang, Ben Davies, Nancy Savage, Chelsea Reinhold, Hongbing Tang, Mary Hurley, Eddy Zhao, Brijesh Singh

ABSENT: Maria Paunescu

PUBLIC ATTENDEES: none

Opening: Chair Jin Yang opened the meeting at 7:39pm.

I. Regular Business

1. Public Comments: Ms. Yang stated that she has two letters from people wishing to be on ABCC. She will follow up as needed.
2. Minutes from the Dec. 13, 2022 meeting: Ms. Yang motioned to approve. Mr. Davies seconded. Motion passed unanimously.
3. Treasurer's Report: Mr. Singh presented report, however, will make some necessary changes and resend to Committee. No approval at this meeting.
4. Film Advisory Group: Group will meet at the Boxborough Library on 1/26/23 at 6:30pm.

II. New/Special Business

1. Grant Cycle Remaining Tasks:
 - a. Ms. Yang stated that Denial emails were sent out on Jan 3, 2023 from MCC system.
January 19, 2023: approval letters may be sent out if there are no appeals to consider. In order to reconcile an over-granting of \$950, application numbers 2319 and 2325 were readjusted. Mr. Davies motioned to approve this adjustment. Ms. Savage seconded. Motion passed unanimously. ABCC will tentatively meet on 1/19/23 if there are any appeals to discuss.
 - b. MCC/LCC Annual Report: Jin will complete online report once approvals are sent out.
 - c. Reimbursement process: same as last year for approved applicants.
 - d. Reception for Grant Recipients: It was decided that there will be an outdoor reception at NARA Park, tentatively on June 6, 2023. Ms Savage volunteered to be Project manager for this event. She will secure date with Town of Acton Recreation Department for use of NARA pavilion. Costs were discussed. Event costs must be curtailed, by reaching out to other food donors such as Donelans Market, not printing a program, printing only certificates.
 - e. Certificate: Emailing certificates to be done for all recipients, after reception. Printed certificates for reception attendees.

- f. Website update: Mr. Davies will update the ABCC website. Mr. Davies will check Town websites for accuracy.
- 2. Other:
 - a. Acton Town Report: Due 2/28/23. Ms. Yang will do report.
 - b. Survey on Council Priorities: Methods of collecting public opinion data were discussed. This discussion will continue at Feb. 7, 2023 meeting. Suggestions included paper forms, Google forms, forms to hand out at Fifer's Day in Boxborough, Farmers markets, use of QR code for easy access to online form. MCC guidelines and current council priorities to be read by all members of ABCC.
- 3. Next meeting: February 7, 2023. Tentative meeting on January 19, 2023 if there are application appeals to review.

II. Consent Items:

None.

Ms. Savage motioned to adjourn meeting at 8:45 pm. Mr. Davies seconded. Motion passed unanimously. Meeting adjourned at 8:45pm.

Respectfully submitted by
Nancy Savage, ABCC Secretary.