



Bedford

MASSACHUSETTS

Approved 4/26/2022

Barbara S. Purchia

Bedford Cultural Council (BCC) Meeting Minutes Prepared by: Elaine Grace

Date: Wednesday, March 30, 2022

Start: The meeting was called to order at 6:30 pm by Barbara Purchia, Chair

Present:

Barbara Purchia – Chair, Rebecca Hazelton - Co-Chair, George Epple -Treasurer, Susan Schwartz – Clerk, Breena Daniell, Christine Wojnar, Elaine Grace – Acting Clerk, Erin Sandler-Rathe
Emily Mitchell, Select Board Liaison

Absent:

Jane Franklin
Angel Pettitt
Bobbie Ennis

Guests:

None

Call to Order:

- Chair Purchia called the meeting to order at 6:30pm
- Chair Purchia explained the meeting was being held in compliance with the Governor's order during the pandemic and was being held via Zoom
- Zoom recorded the meeting

Review and accept/reject minutes of meeting of January 19, 2022:

- Breena moved to accept the minutes as drafted; George seconded
- The Minutes were accepted by a roll call vote
- 7 – Ayes; 7:0
- **Barb** to sign accepted minutes and submit the signed minutes to the Town Clerk

Treasurer's Report:

- Status of reimbursements against June 30th deadline
 - Received reimbursements for 4 projects for \$1,700 (BCA, BCAT, Bedford Embrace Diversity (BED), Heather Leavell). \$2,900 remains in Town Account.
 - Have \$350 in unencumbered funds from BED and \$2 from Bedford TV.
 - Have contacted all approved applicants whose projects should be completed before the end of June. Heard from 3 of them. **Breena and George** will contact them again.
 - Expect to meet \$4,600 cap by June 30th deadline

Old Business:

- Community Input Survey Question Review and Next Steps
 - Reviewed Survey Questions
 - Added to and clarified Question 5 about how hear about cultural activities
 - Added Question 6 about awareness of BCC social media presence

- Barb will update Question 7 with FY22 sponsored programs/events
- Removed Question 8 about permanent outdoor performance space
- George wondered if total number of responses to the survey was large enough to be relevant. Erin said that interested people respond. Barb stated that the community input survey must be done annually per the MCC. Barb also stated that we do look at and compare with previous year's responses.
- **Barb** will send updated questions to Angel.
- Virtual Reception Update
 - Barb updated the document but has not sent out.
 - **Barb** will send out to recipients.
 - **Barb** will send to George.
 - **George** will send it out when he sends out reimbursement reminders.
- Potential Applicant/Project Metrics we want to track (i.e., % of qualified/approved projects funded at 100%) (Barb)
 - Statistics from FY22:
 - Seven (7) of the 32 projects were fully funded (22%)
 - 15 were funded at 50% or greater (47%)
 - 10 were funded at less than 50% (31%)
 - Rebecca suggested measuring additional categories for programs for children, discipline.
 - Erin will use this information for Facebook, PR.
 - **Barb** will provide additional statistics at the next meeting.
- Status of request to Select Board to increase BCC funding (Emily)
 - Barb emailed Town Manager and Emily Mitchell requesting additional funding of \$400, resulting in total funding from the Town of \$5,000
 - Emily discussed with the Select Board and they were proposing \$6,000. However, it was not increased and remains at \$4,600 in the current budget.
 - Emily will talk to Sarah about additional funding. This would have to come from another town source.

New Business:

- George encouraged all committee members to fill in the MCC questionnaire on the new FY22 grant cycle process.

Next Meeting:

- Next meeting to be held on April 26 at 6:00pm
- Agenda items for next meeting include:
 - Community Input Survey (Angel)
 - Virtual meetings (per Select Board outcome)

Adjourn:

- Breena moved to adjourn the meeting; Erin seconded
- 8 – Ayes; 8:0
- The meeting was adjourned at 7:30 pm