Wakefield Cultural Council
Sunday, August 25, 2019 at 7:30 pm
Meeting Location: Wakefield Public Safety Building – Conference Room
Members Present: Caroline LIEBER, Sarah GUERIN, Andy LEVINE and Laura GUIDO

Members Apologies: Manmeet DESAI, Colleen GETTY, Jamie HALE

Agenda Item #1: Welcome New Members
Discussion: Veteran members Caroline, Andy, and Sarah welcomed Laura, explained basics of WCC operations and recent experiences. Talked about the various meanings of the word "cultural", examples of past grants.
Action: WCC considering another meeting before the grant approval meeting in order to do a public information session as well as touch base with new member Jamie Hale.

Agenda Item #2: Discuss grant allocations process & info session
Discussion: Caroline explained that MCC has offered the option to give grantees the money up front rather than use the traditional process of reimbursing post-event. Members discussed pros and cons among which are concerns that there is no way for WCC to ensure events take place and that WCC is given appropriate credit without requesting the paperwork from grantees before reimbursement is awarded. Also, if grantee does not dispense entire award there is no format for WCC to collect the balance.
Action: Members will ask Timothea PHAN from MCC what realities of this process are before reconsidering a change to WCC's process in the future.

Discussion: Caroline and Sarah explained the successes of last year's info session, though meeting did not meet quorum requirements. WCC considering another info session this year and if so, how to make it better attended. Discussed the benefits of social media in reaching a broader audience
Action: Members decided to allot a small balance of WCC's administrative budget to promoting social media posts and to revisit idea of public information session before October deadline.

Agenda Item #3: Payment Warrants
Discussion: Caroline explained payment process to new member Laura, and collected necessary extra signatures from Andy. Caroline also reiterated Town policy that WCC administrative budget cannot buy alcohol for the yearly reception. Sarah reiterated that the LCC handbook instructs all admin paperwork to be provided by Town Hall (photocopies etc.) rather than through the member pay/Town reimburse process used last year. This past summer there was an unusual administrative inconsistency in identifying WCC's remaining balance, but the problem was discovered and remedied by Town Hall.
Action: WCC will continue to process payments as warrants come in.

Agenda Item #4: Schedule next meeting
Discussion: Doodle polls work well for coordinating members.
Action: Will send out doodle poll.

Items not on Agenda: Philosophical discussion of Town Cultural Institutions
Discussion: Members listed and described autonomous cultural institutions in Town: Albion Cultural Exchange, Arts Collaborative of Wakefield, WCC… and how the information gathered in last year's public surveys showed confusion about each group's rolls and capabilities. Discussed individual perceptions of each group's strengths, weaknesses, and potential, and where we all envision the best case scenario of the cooperative melding of these groups to support each other. Discussed other towns where this phenomenon has already happened and how the arts (and culture in all senses) thrive there more so than in Wakefield to date.
Action: Continue to follow and evaluate the potential of ACE and ACW to be supportive of each other, encourage groups to appropriately keep WCC grants in mind. Consider a future ADA accessible ACE as "home" to WCC meetings.

Next Meeting: Unscheduled currently, but one will be planned for September for public information session
Minutes Prepared By: Sarah GUERIN according to Colleen GETTY's template, for consistency