

Town of Southborough, MA  
Southborough Cultural Arts Council Meeting  
January 21, 2025 at 7:00PM  
Virtual Zoom Meeting

In attendance: Katelyn Heusner, Elizabeth Kesselman, Rajani Kumari, Jane Gates

*Those wishing to watch or participate remotely can do so by accessing the meeting link at: <https://ma-southborough.civicplus.com/674/Virtual-Meetings>*

Minutes

Meeting called to order 7:05 pm

1. Reviewed and approved Meeting Minutes from 12/3/24 and 12/11/24
2. Update on Grant Disbursement and status - updated Master Grant excel spreadsheet to be distributed by Liz after meeting; Kate clarified the shortfall issue with one grant, Kate and Rajani to meet with Carla/Town regarding reimbursement process before the next meeting
3. Set out upcoming to-do list (in order of priorities)
  - i. Plan Grant Reception - select a date and identify the objectives for the reception and at the same time - aiming for Spring
  - ii. Determine how/when to communicate the Grants to the public (i.e. Facebook, etc.)
  - iii. Determine a strategy outreach for grantees who were both approved and denied to develop relationships (ongoing)
4. Conversation regarding timing of recipient notification from SCAC vs MCC. Jane pointed out many applicants applied to multiple MCCs and there may have been some confusion with SCAC vs. Southboro MCC nomenclature, as well as the timing of the notifications. We agreed to make some edits next year to make our letter clearer. Jane to follow up with more guidance.
5. Set next meeting Tuesday February 25 7:00 pm via zoom

Agenda for February Meeting

1. Grant Reception Planning
  - a. Date
  - b. Purpose
  - c. Communication to the public and applicants

2. Determine how to communicate the grants to the public while also advertising the Grant Reception
3. Update Status on Grant Disbursement - Rajani/Kate
4. Follow up from Jane regarding our grant acceptance letter.
5. Set next meeting date

Meeting adjourned at 8:05 pm