MINUTES TEMPLATE

COMMITTEE: Nantucket Cultural Council Time Meeting called to Order: 4:03 pm

MEETING DATE: May 30, 2024 Time Meeting Adjourned: 4:50pm

MEMBERS PRESENT via ZOOM: Ava Rollins (Co-Chair), Emma Young (Co-Chair), Barbara Tibbetts, Bethany Oliver, and Michael Kopko, and Sarah Ellis

STAFF PRESENT: Shantaw Bloise-Murphy

MEMBERS ABSENT: Tony Wagner

AGENDA ITEM **DISCUSSION** **VOTES / ROLL CALL**

1. **Welcome Council Members**
   Ms. Young welcomed the Council Members and did the roll call.

2. **Agenda Protocol**
   Mrs. Bloise-Murphy reviewed the Town's new Agenda Protocol that was shared with Council Members in April by Maureen Coleman.

3. **Approval of Minutes**
   Approval of January minutes was moved to the next meeting agenda.

4. **Public Comment**
   No members of the public present for Public Comment

5. **Grant Cycle Update**
   Ms. Young mentioned that with the new grant cycle being in the Fall, there is plenty of time to prepare. She reviewed the grant calendar that she and Ms. Rollins put together with the council members. She reminded council members that there are no summer meetings, which allows time to promote the fall grant cycle.

   Ms. Young asked Mrs. Bloise-Murphy for an update on the last grant cycle. Mrs. Bloise-Murphy mentioned that only 6 of the 11 organizations that were awarded funds have signed and returned their contracts and supporting documents. She added that Linda Loring Nature Foundations has notified her that they will not be able to execute their project within the grant timeline. Ms. Young asked Council members if they wanted to vote on whether they should allow Linda Loring to receive the funds and complete their project in the fall. Mrs. Bloise-Murphy reminded the Council members that though LLNF's mission is important, and the proposed program is one worthy of receiving the award, it is best to have them re-apply in the

Fall for that project to ensure that the Council remains consistent in its grant and decision-making process. She clarified that the funds that was set aside for that project will simple roll-over into the next cycle to be regranted, if they do apply. Mr. Kopko added that the Nantucket Cultural Council has very few rules and this is one that the Council should stand firmly on.

Mr. Kopko made a motion to take no action on Linda Loring Nature Foundation's request to use the awarded funds for a different project later in the fall and have the organization reapply in the new grant cycle. The motion was seconded by Bethany Oliver.

Roll Call Vote
Barbara Tibbetts - Aye
Sarah Ellis – Aye
Bethany Oliver - Aye
Michael Kopko - Aye
Ava Rollins - Aye
Emma Young – Aye

Ms. Young asked if Mrs. Bloise-Murphy needed assistance contacting the remaining grantees. She accepted the help and will share the list of outstanding grantees with the Chairs for assistance. Ms. Young also asked for clarification if groups have a year to complete their projects, which she said yes. Final projects are due by the end of the year or within 2 weeks of completing the project.

6. **Committee Roles Vote**

Ms. Young reminded the Council members that her 6-year term has come to an end. New committee roles are needed, and she is willing to answer any questions members may have. She also added that she has a host of documents on her computer that she will need to transfer to the new chairs. Ms. Young asked Shantaw what the required committee roles are. She answers that they are Treasurer, currently Michael Kopko, Secretary, currently Sarah Ellis and Co-Chairs Ava Rollins and Emma Young.

Mr. Kopko offered to maintain his role as secretary. Ms. Rollins offered to remain as co-chair if an additional member can serve as co-chair. Ms. Young asked Shantaw if is still comfortable submitting the minutes and agendas. Mrs. Bloise-Murphy said that she is willing to do so long as the Cultural Affairs & Special Events Coordinator position is filled.

Ms. Rollins asked Ms. Young to elaborate on the co-chair role's expectation. Ms. Young responded that there are the meeting posting responsibilities that Mrs. Bloise-Murphy currently performs, there is updated the priorities on Mass Cultural Council's website annually, in August and the financial report that is completed with the assistance of the Town's Treasurer. She added that Mass Cultural Council's website is very user friendly with plenty of tutorials. She added that typically voting meetings are in November and application deadlines are in October. Approval and denial letters are sent through MCC's website through a simple process. There is also an additional report due to MCC reporting who was awarded funds and for what project. After letters have been shared, someone is responsible for ensuring all the necessary paperwork is collected for the Town's finance department to issue funds and to collect information for the annual report.

Mrs. Bloise-Murphy added that she worked with Finance a bit more closely this year to have these documents completed via DocuSign to make it easier to collect the information. There were some growing pains to work out for the next grant cycle.

Ms. Young continued that the duties also include promoting the grant and running the meetings. She added that she gets a lot of support for this from Mr. Kopko and Mrs. Bloise-Murphy. Ms. Rollins asked if the roles and duties could be placed on a spread sheet to be shared with Council members for them to think about, and if no one agrees to co-chair, then the council can function more collaboratively going forward. Ms. Tibbetts agreed with Ms. Rollins and added that it would be less overwhelming to share duties and delegate tasks. Ms. Young added that the biggest task at present is running the meetings.

7. **New Members**

Ms. Young added that getting new members usually works out organically, but it might be worth looking into adding some new members to fill the open seat. Mrs. Bloise-Murphy asked Council members to contact community members that might be a good fit or be interested in serving on the Council. Ms. Young mentioned that the last open-seat applications were more than available seats and it might be worth contacting those individuals who were not appointed. Mr. Kopko asked if the number of Council members is set. Mrs. Bloise-Murphy responded that there can be up to 25 members. Mr. Kopko added that it might be worth considering adding 2 more members. Ms. Oliver added that she shares Ms. Young's concern that more members would make it harder to get every member to the table for each meeting.

Ms. Rollins asked for an updated timeline and role description so that members can discuss it at the next meeting. Mrs. Bloise-Murphy was asked to send a meeting poll for end of June so that members can discuss the various roles and responsibilities.

Ms. Rollins proposed a new idea to support local artists that she asked to be put on an upcoming agenda.

8. **Adjournment**

Michael made a motion to adjourn. Barabra Tibbetts seconded the motion.

Roll Call Vote
Barbara Tibbetts - Aye
Bethany Oliver - Aye
Michael Kopko - Aye
Ava Rollins - Aye
Emma Young - Aye

The meeting was adjourned at 4:50 pm

Signature ______________________________________