



Northborough Cultural Council
63 Main Street / Town Hall
Northborough, MA 01532

Northborough Cultural Council Revised Meeting Agenda

Meeting Date: Tuesday, July 14, 2020

Time: 7 pm

Join via Zoom:

Meeting URL: <https://town-northborough-ma-us.zoom.us/j/84497457767>

Meeting ID: 844 9745 7767

Password: 912559

Join by Telephone:

Telephone Number: 1 646 876 9923

Meeting ID: 844 9745 7767

Password: 912559

To View or Listen:

Live stream of this meeting may do so by going to "Northborough Remote Meetings" on YouTube via the following link:

https://www.youtube.com/channel/UCRdBrw3HeEAMB_KFKasrgXA

About Remote Meetings:

- *This Open Meeting of Northborough Cultural Council is being conducted remotely consistent with Governor Baker's Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth due to the outbreak of the "COVID-19 Virus."*
- *In order to mitigate the transmission of the COVID-19 Virus, the Town of Northborough has been advised and directed by the Commonwealth to suspend public gatherings, and as such, the Governor's Order suspends the requirement of the Open Meeting Law to have all meetings in a publicly accessible physical location.*

Email: cultural@town.northborough.ma.us

Like Us at Facebook: Northborough Cultural Council

Website: <https://www.town.northborough.ma.us/cultural-council>

- All members of the Northborough Cultural Council are allowed and encouraged to participate remotely.
- The Order allows Northborough Cultural Council to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting.
- The public is encouraged to follow along using the posted agenda, unless the Chair notes otherwise.
- Ensuring public access does not ensure public participation unless such participation is required by law. This meeting will feature public comment.

For Public Comment:

- Note: Public comment will be limited to 3 minutes per person
- **By Phone:** Dial *9 to raise your hand and wait to be recognized by the Chair. Please note that part of your phone number will be visible to those viewing the meeting.
- **By Zoom:** Click "Raise Hand" on the bottom of your screen and wait to be recognized by the Chair
- When connected, please state your name and street address.

AGENDA:

1. Approval of Minutes from 1/16/2020 and 02/06/2020 NCC Meetings
2. 2020 Grantee Reception Recap
3. Grant Reimbursement Requests
4. Grant Modification/Extension Requests
5. Proposed procedures on evaluation of grant event changes due to Covid-19 pandemic under the published guidance of Massachusetts Cultural Council (MCC):
 - 5.a. Appoint a person(s) to review and approve/deny any requests for modifications/extensions based on criteria agreed by the LCC.
 - 5.b. NCC Criteria/Guidelines for Approval of **Requests for Extensions Only** based on MCC's updated grant cycle recommendations due to Covid-19:
 - A written request (letter or email) must be submitted by the Grantee stating the new event date. The letter must clearly identify that the date is the only change in scope. Each time the event date changes, a new letter must be submitted to NCC.
 - Final Date for Event Extension: December 31, 2021

- *If the event date is extended into the next grant cycle (2020/2021), the applicant cannot apply for another LCC grant for the same event during that grant cycle*

5.c. NCC Criteria/Guidelines for approval of **Request for Modifications** based on MCC (Massachusetts Cultural Council) recommendations:

- *A written request (letter or email) must be submitted by the Grantee designating each change from their original grant application for their event. The letter must clearly describe each change. Each time there is a change to the event, a new letter must be submitted to NCC.*
- *Date Change/Extension: Approve event date changes/extension request of all events not to take place later than December 30, 2021.*
- *Duration: can be longer or shorter as long as cost does not increase. Splitting the event into multiple parts is acceptable if that supports event occurring.*
- *Format: in person vs. virtual or other will be OK. NCC is not able to facilitate or otherwise produce a change of event from in person to virtual. All responsibilities will be with the Grant recipient.*
- *Venue: will be OK as long as still benefiting the residents of Northborough, in keeping with regular NCC grant approval guidelines.*
- *Scope: can increase or decrease as long as basic concept of Grant is still met - medium, intended audience, intended message and community benefit.*
- *Cost: Cannot increase. If the cost of the event increases due to event modifications, the grantee cannot ask for an increase in their grant award. If the cost of the event decreases below the grant amount, NCC may re-evaluate the grant amount.*
- *Other:*
 - *NCC will strive to support artists by accommodating and approving adjustments as long as the intended initial concept and/or the intended benefit to the citizens of Northborough is still the same and/or comparable.*
 - *The event is conducted with compliance to current town and state guidelines regarding health and safety measures for Covid-19.*

- *If the event date is extended into the next grant cycle (2020/2021), the applicant cannot apply for another LCC grant for the same event.*

5d. Cancelled Events:

- *If the grantee incurs no cost for the granted program, grantees can submit a letter stating that their event is indefinitely cancelled. They can apply for a new grant during the next grant cycle.*
- *If the grantee incurs a cost for the program prior to the cancellation of the event due to Covid-19, the grantee can submit a reimbursement request and the NCC will evaluate and consider such costs for eligibility for partial reimbursement of their grant award. The grantee must inform the NCC of the cancellation explaining when and why the program was cancelled and what expenses they have already committed to the project, along with receipts and invoices.*

6. Reviewing and updating priorities prior to September 1, 2020 MCC deadline.

7. Council positions annual voting procedure:

- 2020 Current Board Positions:
 - Chairperson: Selvi Oyola
 - Secretary: Bich Nguyen
 - Treasurer: Craig Cox
- Every position is to be open for all members and voting for Council positions should be conducted annually per MCC guidelines.

8. Third Annual CultureFest:

- Format: live in person outdoors event or a virtual event.
- Date: Applefest weekend or other
- Community and local business engagement ideas

10. New member interest/acquisition

11. Reports by council members

12. Next two meeting dates

13. Other business as it comes in front of the board

14. Public comment