

# Agenda

## Tewksbury Cultural Council

2021 DEC -2 AM 7:46  
TOWN CLERK  
BOARD OF REGISTRARS  
TEWKSBURY, MA

Meeting Date: Saturday, December 11th, 2021  
Meeting Time: 9:30 am  
Meeting Location: Tewksbury Town Hall, Large Meeting Room, 1st floor  
1009 Main St, Tewksbury, MA 01876

### Agenda Items:

Council Business Meeting 9:30am

- Introductions and establish a quorum.
- Business of the Council –

Member expiring terms in 2022 – for Tracy Skahan in late June, and for Hannah Oliver in late June. Tracy Skahan may renew for another 3yr term at her pleasure. Hannah has reached the end of a 2<sup>nd</sup> consecutive 3yr term on the council. She is mandated to take a year off. During the year off, she can decide if she'd like to return to the council in the future. Thank you, Hannah for service to the community through the Cultural Council!

Information needed for the agenda:

**Members** = conduct the business of the council by attending scheduled meetings, review applications and vote on grant decisions. Help with the review of grant reimbursement paperwork, if asked, and any other duties as requested by the chair to conduct council business. Term is for three years. May be renewed automatically for another three year term. Must step off the council for one year break every six years. Anticipated time commitment = 10-12 hours per year.

**Chair** = preside over meetings, conduct the business of the council with the state and town, communicate with members giving instruction and notice of duties. File the annual report to the state with the help of the Treasurer and Clerk. Term is for one year. Anticipated time commitment = 20 hours per year. Christian Panasuk currently serves in this position for 2021.

**Treasurer** = Help to conduct the business of the council by reviewing grant reimbursement paperwork, and any other duties requested by the chair. Keep the running balance of the reimbursements to help prepare the annual report with the chair in September. Term is for one year. Anticipated time commitment = 15 hours per year. Lynne Litton is currently the 2021 treasurer.

**Clerk** = Help conduct the business of the council by posting public meeting notice to the town clerk, recording the minutes of meetings, helping to correspond with previous applicants, members of the council, and the town/state with council business. Help prepare the denial letters and grant award letters as directed by the council votes. Help remind grant awardees of reimbursement expectations throughout the year. Correspondence is by email. Term is for one

year. Anticipated time commitment = 15 hours per year. Crystal Panagiotopoulos is currently the clerk in 2021.

- Nominations, and Volunteers for the three leadership positions
- Vote to fill the three leadership positions
- Identify any conflicts of interest for town and community organizations

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JUAN CLEMA  
BOARD OF REGISTRARS  
TEWKSBURY, MA

Council Applicant Review Process to commence at 9:45am

- Overview of the grant application review process
- Follow-Up on grant financials from 2021 and previous years
- Confirmation of the MCC local grant amount to Tewksbury for 2022
- Questions and Comments from the public – present applicants may speak about requests for funding, and answer questions from the council and public.
- Review and discussion of individual grant applications with appropriation vote
- Confirmation of the process for Reimbursement Instructions to grant awardees

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2021 Clerk: Crystal Panagiotopoulos  
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