

1. Agenda

Documents:

[TEWKSBURY\\_CULTURAL\\_COUNCIL\\_01.26.21.PDF](#)

2. Agenda - Revised

Documents:

[TEWKSBURY\\_CULTURAL\\_COUNCIL\\_01.26.21\\_REVISIED.PDF](#)

## Agenda

### Tewksbury Cultural Council

2021 JAN 19 AM 9:22  
TOWN CLERK  
BOARD OF REGISTRARS  
TEWKSBURY, MA

Meeting Date: Tuesday, January 26th, 2021

Meeting Time: 5:15pm

Meeting Access/INFO: this is a virtual meeting that will air on [YouTube.com/TewksburyTV](https://www.youtube.com/TewksburyTV) and on cable. The cable channels are Comcast Ch. 8 and Verizon Ch. 33. If residents would like to call in the number for that is 781 565-8134

*Due to the recent Open Meeting Law policy set forth by the Governor during the current State of Emergency the meeting will be held as a virtual meeting.*

#### Agenda Items:

##### Council Business Meeting 5:15pm

- Introductions and establish a quorum of active council members. For a virtual/remote meeting, all votes will be taken as a roll-call of active council members.
- Business of the Council –

Expiring terms in 2021 for Pat Stratis (JUN,) and Christian Panasuk (JUN.)

**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 = 30 hours per year. Christian Panasuk is the current chair, and will be renewing for another 3 year term on the council.

**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. Patricia Astuti is currently the 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 = 20 hours per year. Crystal Panagiotopoulos is currently the clerk.

- Nominations, and Volunteers for all three open positions: Chair, Treasurer and Clerk
- Roll-Call Vote to fill slate of officers of the council.
- Identify any council member conflicts of interest for town and community organizations
- Vote to extend the 2020 grant awards for programs not concluded due to the SARS Covid-19 local epidemic and larger pandemic. There are 11 grant recipients from 2020 who have requested an extension of encumbered funds to complete their programs in 2021. We will vote on these encumbered fund extensions in a group, by Roll-Call.

Council Applicant Review Process to commence at 5:40pm

- Overview of the grant application review process
- Follow-Up on grant financials from 2020 and previous years
- Confirmation of the MCC local grant amount to Tewksbury for 2021

**Estimated Funding Available.**

\$13,100.00	From incoming Mass CC grants 2021
-\$633.14	less Tewksbury Council Expenses (can be up to 5%)
	Current Fund Balance at town after all paid grants except encumbered funds for the outstanding 11 programs extended from 2020.
+\$383.14	
<b>\$12,850.00</b>	<b>Total Available Funds</b>

- Questions and Comments from the public
- Review and discussion of individual grant applications with appropriation vote by Roll Call.

**\*\*We have been instructed by the MA Cultural Council that we must award all the available funds of \$12,850, despite the total of the 2021 applications totaling \$8,780. Chair Panasuk will be in touch with individual applicants to review overall budgets of the programs/events to see where additional funds may be granted beyond the initial amount requested on the application. These options could be to ADD another identical program for a second event/audience, or cover other eligible expenses in the budget with local council allocation. (members of the council, please review in detail – the instruction/explanation email from MCC Luis Cotto on January 4<sup>th</sup>, 2021.)**

- Confirmation of the process for Reimbursement Instructions to grant awardees

2020 Chair: Christian Panasuk  
(978)821-2335  
250 Trull Road, Tewksbury MA 01876

2020 Clerk: Crystal Panagiotopoulos  
(617)416-9759  
600 Kendall Road, Tewksbury MA 01876

## Agenda

**REVISED**

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**\$13,550.00** Total Available Funds

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