

# Minutes of Public Meeting

## Tewksbury Cultural Council

Meeting Date: Tuesday, January 26, 2021  
Meeting Time: 5:15 pm  
Meeting Location: Virtual WEBEX Meeting hosted by Town of Tewksbury IT Department

### **Present Council Members**

Pat Stratis, Hannah Oliver, Patricia Astuti, Lynne Litton, Terry Musgrave, Tracy Skahan, Crystal Panagiotopoulos, Christian Panasuk, Michelle Haley, and Patrick Valentino

**Absent:** Lisa Wilson

It was determined by the Chair, Christian Panasuk, that a quorum was present, and the meeting could proceed. The meeting was called to order at 5:15pm and the meeting was broadcast live on TewksburyTV and Youtube live.

There was an introduction of Tewksbury Cultural Council Members, with the following interests disclosed – by individual members of this committee:

- Christian Panasuk is a member of the Friends of the Tewksbury Public Library and the Tewksbury Garden Club, although no personal or financial interests are present for any matters brought before this council.

There were no other possible conflicts of interests presented by members.

### **Council Business – Officers for the 2021 Grant Season**

Council member Pat Stratis' 2<sup>nd</sup> three-year-term is ending June 30, 2021. She is due for the mandated one-year break, so will not serve the remainder of the year. Christian Panasuk's three-year term is expiring on June 30, 2021. She will be renewing for another three-year term on the council.

The duties of the members of the council were reviewed. Christian also touched on the duties of the officers of the Council. She volunteered to serve as the Chair for the coming year. Crystal volunteered to serve again as the Clerk of the Council. Lynne Litton volunteered to serve as the Treasurer of the Council. The slate of officers voted on by roll call of the members present and passed unanimously.

### **Review of Extensions and Financials from 2020**

Due to the SARS CV-19 pandemic, there were many programs scheduled for Tewksbury that could not be held safely or changed to accommodate another format. In order to officially grant extensions of the encumbered funds from the 2020 season, we voted on the approval of the following listed requests. The acceptance of the list of requested funding extensions was motioned by Hannah Oliver and seconded by Patricia Astuti. The vote was taken by roll call, and passed unanimously. Letters (emails) will be sent to these grant awardees outlining an option to hold the event prior to October 1, 2021 or forfeit the funding with plans to re-apply for a future grant in 2022. We'd like to know the status of the projects, reimbursements, and forfeited grant funds by October 1<sup>st</sup>, in order to plan for the 2022 grant season.

<b>Extended Requested - Project Title</b>	<b>Applicant Name</b>	<b>Amount Encumbered over to 2021</b>
Li Liu, Chinese Acrobat	Tewksbury Public Library	595
Henry the Juggler Performance	Henry Lappen	300
Trahan STEAM Night 2020	Charity Legvold – Trahan School STEAM Lab	400
Pop Up Art School	Emily Leggat	Remaining \$200
A Cultural and Historical Reflection of the 1960s	Francis Hart	300
New England Aquarium: Tidepools Alive!	Heath Brook & Trahan PAC	700
Arbor Day 2020	Tewksbury Garden Club	500
Tewksbury Education Foundation (TEF) Spelling Bee	Tewksbury Education Foundation	500
Renovation of Tewksbury Senior Center Indoor Garden	Tewksbury Garden Club	880
Dinoman	Tewksbury Public Library	495
Pollinator Gardens	Town of Tewksbury Open Space and Recreation Plan Committee	Remaining \$834.50
		<b>\$5,704.50</b>

**Overview of the grant application review process**

Christian Panasuk reviewed the application requirements, touching on the priorities of the council to be used in dividing the funds. The deadline for applications to be accepted was (completed online by) December 15<sup>th</sup>, which was a state-wide deadline.

**Tewksbury Grant Fund financials from 2020 and previous years**

Chair Christian Panasuk noted the following:

**Estimated Funding Available.**

\$13,800.00 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

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

**There were no questions or comments from the public:**

**Review and discussion of individual grant applications with appropriation vote**

Due to the SARS CV-19 pandemic circumstances, the amount of applicant requests was lower than the amount to be granted for the 2021 season. Therefore, we were instructed by the MA Cultural Council that we could award more funds than requested to programs particularly beneficial to our community based on our priorities with two options available in the consideration:

Funding to cover additional reimbursable expenses in the budget, beyond the requested grant amount, or the option to add another program in the community either at another venue, for another age group, or two programs scheduled (instead of just one) to accommodate a possible smaller live audience due to restrictions. In order to qualify for any of the MA Cultural Council funds we would have to award all of our allotment.

All council members read the entire packet of applications prior to the meeting. The 14 applications were reviewed in the same order as the panel book. Each grant application was discussed individually, and an award amount suggested by the common group consensus until a final tally could be voted upon at the end of the discussion. There is an attached addendum including each of the grant applications, to be kept at the home of Christian Panasuk, 2021 chair. Further discussion followed balancing the award amounts until the correct total figure of \$13,550 was accounted for in the tally of the awards.

At the end of the discussion of individual applications, there was a motion by Michelle Haley to proceed with awarding the grants as described and tallied, totaling \$13,550.00. This motion was seconded by Pat Stratis and voted unanimously by roll call of the present council members.

Chair Christian Panasuk will draft and post grant award letters to the following applicants, by 2/03/2021:

<b>Applicant</b>	<b>Project title</b>	<b>Amount Requested</b>	<b>Amount Granted</b>
Public Health Museum	Revisiting Public Health in Massachusetts: A Virtual Presentation	1200	1200
MUSIC <a href="http://Dance.edu">Dance.edu</a>	Hip Hop Dance Chair Exercise for Seniors!	280	280
Stephen Lewis	Diversity - an International Poster Exhibit at TPL (funded additional qualifying expenses)	45	58
Discovery Museum	Open Door Connections	300	300
Dracut Arts	Dracut Art 2021 Season	1000	100
John Root	Attracting Birds, Butterflies, Bees, and Other Beneficial creatures in your yard (x 2)	450	900
Tewksbury Public Library	Library's 3rd Annual Summer Outdoor Concert Series (funded additional qualifying expenses)	1250	5000
Denise Doucette	Musical Video-DVD for Long Term Care & Retirement	1150	1150
DR. "THE MACHINE" JESSE GREEN	CHAINSaws, CHEESEBURGERS AND ROCK N' ROLL- LIVE! At Tewksbury schools (x 2)	500	1000
Marilyn Morales	Duo Pianists, Composers & Educators Whipple & Mora (funded additional qualifying expenses)	750	1212
Katrina Lewin @ TP Library	Zoo New England/Animals at TPL (x 2)	250	500
Katrina Lewin @ TP Library	Wingmasters/Birds at TPL (x 2)	250	500
Anna Sobel	Puppet Show at the Tewksbury Library	300	300
Ryan School PAC	Leah Henderson Children's Author	1050	1050
		8775	13550

Process for award reimbursement in the coming year:

The process for reimbursement will start with forms/requests being sent to Chair Christian Panasuk at her home address. She will review the requests, make sure all the appropriate information is there and rules are followed. She will enter her signature and arrange for the paperwork to be reviewed by Treasurer Lynne Litton or another

council member for the second review and signature. Next, the paperwork goes to the town financial office for Selectman approval and reimbursement.

The meeting was adjourned at 6:35pm after a motion by Pat Stratis, second by Michelle Haley, and by unanimous voice vote.

Respectfully Submitted,

by Crystal Panagiotopoulos, clerk.

Accepted and Approved by all the present members of the council on February 16th, as authorized by Christian Panasuk, Chair.

#### Contact Information

2021 Chair: Christian Panasuk  
(978)821-2335  
250 Trull Road, Tewksbury MA 01876

2021 Clerk: Crystal Panagiotopoulos  
(617)416-9759  
600 Kendall Road, Tewksbury MA 01876

#### A List of Documents of the Official Meeting Include:

- 14 Applications received and reviewed as part of the grant process
- Notice of the Public Meeting with the Agenda outlined

These documents will be held for review at the residence of Christian Panasuk, noted above.