

TOWN OF AUBURN, MASSACHUSETTS

Date: Monday, December 30, 2019

Board/Committee: Auburn Cultural Council

Building and address: Pakachoag Community Church, 203 Pakachoag Street

Month: January Date: 7th Day of the Week: Tuesday Time: 6:30PM

Agenda Items:

1. Call meeting to order
2. Approve Secretary's minutes from December 10, 2019 meeting
3. Treasurer's Report read and approve
4. Welcome guest from the Massachusetts Cultural Council, Ricardo Guillaume, who is our contact at the Boston office. Ricardo will answer any questions on procedure and protocol that our board members might have.
5. Member Elise Beverly will then explain the procedure for sending the acceptance letters to grantees and the attachments that will be included for reimbursement including:
 - Reimbursement Form
 - W-9 Form
 - Credit and Publicity Kit
 - Logos for the Massachusetts Cultural Council and the Auburn Cultural Council
6. Divide the approved grants and each member will send 4-5 acceptance letters by email.
7. Set date for February meeting to discuss community survey and reception for grantees.
8. Accept a motion to adjourn