

**Northbridge Cultural Council Meeting Minutes**

Monday, January 13, 2020

Northbridge Town Hall

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**Present:**

Yurima Guilarte-Walker, Chair

Douglas Walker, Treasurer

Ashley Bannon, Secretary

Leeann Hansson

Patricia Corkum

NORTHBRIDGE TOWN CLERK  
LINCOLN ZYWEN

Meeting called to order by Yurima Guilarte-Walker at 6:02 PM.

**1) Approval of Minutes**

- Minutes approved from 12/2/19 and 12/9/19 meetings. Douglas Walker moved for approval, Patricia Corkum seconded. Vote was unanimous.

**2) Process of sending grant decision letters**

- All letters will be sent by email using the Gmail templates and attachments
- Yurima sent denial letters in December
- All approval letters to be sent by January 31, 2020, preferably sooner

**3) Grant reception**

- Hosting a reception for grantees and town officials in the summer was discussed. This would be to celebrate grantees and to increase public knowledge about the work of the Council. Concerns were voiced over budget, time needed to plan, and logistics of event. Discussion tabled until next meeting.

**4) Council member attendance at grantee events**

- To increase visibility of the Council in town, members of the Council will attend grantee events over the course of the year and say a few words of welcome and a short explanation of the work of the Council at the events. Grantees will be asked before the event.

**5) Next meeting will be May 4, 2020, at 6 :00 PM at the Town Hall**

Meeting was adjourned at 6:38 PM.

Respectfully submitted by Ashley Bannon, Secretary