1. Called the Meeting to Order
   a. Isabel Perez called the meeting to order at 7:05 pm.
   b. Present: Isabel M. Perez (Chair), Donna Bresnick (Secretary), Moala Kitayimbwa (Treasurer), Debbie Bresnick, Tonya Yaskovich, Amy Caruso
   c. Absent: Visi Tilak

2. Secretary Update
   a. Donna made a motion to approve the Minutes from the Monday, January 11, 2021 meeting. The motion was seconded by Moala and approved with a unanimous vote of 6-0-0.
   b. Next Meeting Dates: 03/01/21, 04/05/21, 05/03/21, 06/07/21 (first Mondays)

3. Treasurer Update
   a. MCC Annual Report final numbers have been reconciled
   b. FY21 CC Budget
      i. Total YTD Expenses 1-11-21: $2,845.88
      ii. FY21 Budget: $12,571.68
      iii. Available as of 02-11-21: $9,725.80

4. Chair Update
   a. MCC Annual Report is ready to submit once Moala finishes Accounting Sections (MCC due date: 03/01/21)
   b. All LCC Approval/Denial letters are drafted and ready to be mailed by 02/04/21.

5. Grants Manager Update
   a. LCC allocation from the Mass Cultural Council and is $7,700
   b. Amount to distribute in FY21: $7,315.00 (original allocation – 5%)
   c. Total Amount of Applicants Fully Funded (11) + Total Amount of Applicant Partially Funded(0) + Total Amount of Applicants Denied(5) = $6,930.00 which leaves $385.00 remaining (as of 01/31/21).
   d. Members reviewed list of Applicants and upon further discussion decided on the following adjustments in order to allocate remaining funds:
      i. Isabel made a Motion to approve Stephano: The True Story of Shakespeare’s Shipwreck: $300.00. The motion was seconded by Debbie and approved with a unanimous vote of 6-0-0.
      ii. Isabel made a Motion to approve additional funding for the Dragonfly Festival bringing the total amount to $885.00. The motion was seconded by Debbie and approved with a unanimous vote of 6-0-0.
   e. Final: Total Amount of Applicants Fully Funded (12) + Total Amount of Applicant Partially Funded(0) + Total Amount of Applicants Denied(4) = $7,315.00 (as of 02/01/21).

6. Communications
   a. Plan for announcing FY21MCC Grant recipients (moved to next mtg.)
   b. Community Survey Distribution (moved to next mtg.)
   c. Debbie, Amy, and Visi will touch base about how to streamline Communications process
7. Items for Next Meeting’s Agenda
   a. Community Survey Distribution
      i. ACC we will wait for Communications Plan to be ironed out then come up with a timeline and plan for distribution.
   b. Communications Overview and Plan for FY21MCC Grant recipients (Visi)
   c. Facebook Posting Plan Calendar (Debbie, Amy, and Visi)
   d. FB Cultural Event Video Content (Tonya)

8. Adjournment
   a. Isabel Perez adjourned the meeting at 8:33 pm.