

**TOWN OF UXBRIDGE  
CULTURAL COUNCIL MEETING MINUTES  
LOWER TOWN HALL  
21 SOUTH MAIN STREET, UXBRIDGE, MA  
WEDNESDAY, February 07, 2024 – 7:00 PM**

---

*This meeting was held in person.*

**Present:** David Van Zandt, Ariel Rodriguez, Heather Cassano, Scott Delisle, Christina Cote,

**Not Present:** Ferrell Lamothe, Angela McCarty

1. CALL TO ORDER –Rodriguez called the meeting to order at 7:03 PM
2. FY23 Reimbursement Requests - Received via mail for review, validation, and payment.  
A series of reimbursement requests were received via mail earlier in the week for the council to review, validate, and coordinate payment against. Van Zandt will review each request and validate against prior year awards for coordination of reimbursement after discussing with Kurt Ginthwain for proper allocation of funds.
3. Finalize FY24 Grant Requests – Review, approve and vote on grant awards for the current fiscal year. Members continued review of grant requests from the prior meeting, allocating funds accordingly and finalizing the review and distribution of funds.

**Motion:** Rodriguez

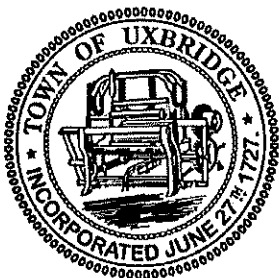
**Second:** Cassano

**Vote:** to approve awarding of grants and related funding for all thirty submissions as agreed during the discussion. All in favor, the motion carried 5-0-0. Van Zandt-AYE, Rodriguez-AYE, Cassano-AYE, Delisle-AYE, Cote-AYE

4. Meeting Efficiencies & Council Evolution – Explored ways to streamline council processes and build community awareness and allegiance.

Rodriguez initiated a discussion around ways to increase meeting efficiency, including manageable agendas, adding "timekeepers" to help stay on target with allotted time, and ways in which the council can further evolve the application review process. The conversation grew to include brainstorming on how the application intake process can help both applicants and the council clarify expectations and level of commitment to effectively engage the community. Topics explored included:

- a. Potential interviews of entities/individuals submitting requests for grants, which would help streamline the application review and selection process by gathering critical information firsthand.
- b. With a vision statement in-hand, the Council will be in a better position to determine if in-coming requests are aligned with the Council's core values.
- c. Moving forward, it was recommended that Council members (at least one) attend funded events to determine their quality and effectiveness.



**TOWN OF UXBRIDGE  
CULTURAL COUNCIL MEETING MINUTES  
LOWER TOWN HALL  
21 SOUTH MAIN STREET, UXBRIDGE, MA  
WEDNESDAY, February 07, 2024 – 7:00 PM**

---

- d. Council members discussed the possibility of holding “office hours” before grant deadlines to help applicants improve their submission requests.
  - e. Members agreed there is value in creating a press packet that will include the town logos, seal, and any additional materials and language required to effectively promote the Council and the Town of Uxbridge as a sponsor.
5. Next meeting set for Wednesday, February 28, 2024 - 7:00 PM at 21 South Main Street, Uxbridge MA pending generation of agenda topics.

**Motion:** Rodriguez

**Second:** Delisle

**Vote:** to adjourn this February 07, 2024, meeting at 8:35 PM. All in favor, the motion carried 5-0-0. Van Zandt-AYE, Rodriguez-AYE, Cassano-AYE, Delisle-AYE, Cote-AYE,

Minutes respectfully submitted by Christina Cote

January 24, 2024, minutes electronically approved by the cultural council board:

Not Present

---

Angela McCarty, Chair

*Ariel Rodriguez*

---

Ariel Rodriguez, Vice-Chair

*David Van Zandt*

---

David Van Zandt, Treasurer

*Christina Cote*

---

Christina Cote, Secretary

*February 07, 2024*

---

Date