

Fairhaven Cultural Council meeting  
October 15, 2025

**Call to order**

A motion that the meeting be called to order was unanimously accepted.  
Meeting called to order 6:35

**Roll call**

Present: John Walker (Vice Chair), Beth Ann Gallagher (Chair), Serina Gundersen Thomas (Member), Jen Frasier (Treasurer), Katharine MacPhail (Secretary)  
Absent: Alexandra Mitchell (member) and Nicole Arruda (member)

**Minutes**

A motion to approve the minutes from September 17, 2025 as written was unanimously accepted.

**Brief news**

MCC continues to send reminders of the season.  
Alyssa Botelho (FCC liaison with the town of Fairhaven) is virtually back in the office part time, Beth Ann spoke with her last week.

**Chair's Report**

Beth Ann submitted our LCC allocation information and sent FCC Contract Authorized Officer to Keith Hickey (Town Administrator). FCC Signatory is Anne Carreiro and Jen confirmed that our Electronic Funds Transfer form and W9 information remains the same.  
Alyssa Botelho is the director of community development and as such she has been contacted for letters of support from potential grantees. The issue is that she is a town employee and also the liaison to the FCC. Beth Ann will ask her to look through the grant applications and confirm which have permission to take place on town property.  
Beth Ann and Anne Carreiro discussed Amy Hart finding a temporary liaison to replace Alyssa Botelho because Alyssa won't physically be in the office for extended periods of time.

**Treasurer's Report**

Jen met with Anne Carreiro and all the paperwork is in order for MCC to transfer the grant money to FCC.  
Jen hasn't received any more final reports, she is still waiting to hear from the Old Time Fiddle Session.  
Ron Fortier has until about December 18 to request an extension on his three grants that he received during the 2025 grant cycle.

**Quick review of 2025 timeline**

Grant information session: October 8 was the grant information session which was attended by two people in person and several online. The presentation was also recorded for future reference.  
Grant applications due: October 16 11:59 PM the grant portal closes.  
Additional materials requested: After October 17 we will send out a message to applicants giving them a chance to fill in missing pieces of their applications.  
Voting meetings: Tonight the FCC will establish the November and December voting meetings.  
Notification of denials: The denials go out as soon as the decisions are made and then the applicants have 15 days to appeal the decision.

**Grant applications public planning**

As of the meeting time there are 30 completed application and 15 in draft. \$38,364 in money has been requested so far.

**Preparation for grant cycle 2026**

A motion to hold the first voting meeting on November 12th 2025 was unanimously accepted. Everyone should review conflict of interest and review procedures before the next meeting. The grant applications need to be complete including a letter of support, confirmed venue, and full budget. MCC does not want the FCC to deny applications on technical grounds, so Jen will write the form email to send to all applicants to double check that they have submitted everything.

If there is any direct relationship between a FCC member and a grant applicant that member must recuse him or herself from that discussion. If there is a distant relationship a member can submit paperwork to the Select Board acknowledging the relationship and should do it as soon as possible.

**Community Outreach**

Grants info session was on October 8. We Had 2 people join in person and about four online. The slide show of the grant application process (created by Beth Ann ) is available on Fairhaven TV.

North Fairhaven Open Air Market September 27th was successful.

FCC was invited to Fairhaven TV about their Halloween Party but Beth Ann declined because no one was available.

Katharine is interested in setting up a party in February or March to celebrate the grantees and the upcoming events that will be funded by FCC for the year.

**To dos review**

Jen to write email to applicants about missing materials

All FCC members will review grant applications before the next meeting.

A motion to adjourn the meeting at 8:04 PM was unanimously accepted.

Respectfully submitted

Katharine MacPhail  
Secretary