



**City of Chelsea  
Recreation & Cultural Affairs Division  
Minutes  
Tuesday, September 28, 2021 6:30pm**

Members: Marlene Jennings, Kati Cabral, Danielle Kim, Dakeya Christmas, Carolina Anzola (by phone)  
Staff: Bea Cravatta, Omar Miranda

**Members:** Marlene Jennings, Chair; Dakeya Christmas, Co-Chair; Kati Cabral, Danielle Kim; Carolina Anzola (by phone)  
**Staff:** Bea Cravatta, Omar Miranda

**I. Call to order**

Marlene calls the meeting to order at 6:46pm.

**II. Approval of Minutes**

Minutes from August 24, 2021 were unanimously approved.

**III. FY22 NEW CCC Grant Management System**

Marlene expresses excitement for the new CCC grants management system. Danielle comments that it is helpful to see how many applications have been submitted thus far, and how many are in process. Marlene encourages CCC members to get into the online system by the end of this week, and explains that the new system will help streamline the navigation and tracking of LCC grants.

CCC members agree to hold two info sessions for potential LCC applicants. Bea explains that the CCC hosted three in-person info sessions in past years, but with the ongoing COVID-19 pandemic, CCC members may want to consider a virtual option. Kati recommends that the CCC hold both an in-person and Zoom session. Dakeya and Danielle agree. Bea reminds CCC members that the LCC deadline is October 15, 2021, so these info sessions need to be held in the next two weeks. The CCC members compare their schedules to identify potential dates. The CCC agrees to hold two info sessions on Thursday, October 7, 2021. One will be in-person at the Williams School from 3:00-5:00, and then the second one will be virtual via Zoom from 7:00-8:00.

CCC members discuss upcoming deadlines for reviewing applications and taking a vote. The CCC agrees to review LCC applications at the regularly scheduled monthly meeting on October 26, and meet again on Monday, November 1 to vote on the LCC grant awardees. Letters will go out on November 8 or 9 notifying LCC applicants whether they were selected for a grant. The reconsideration period will happen the following week, and applicants who not selected have 15 days to contact the MCC.

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CCC members review the financial report, prepared by City Hall's auditor. The Washington DC Trip and Salsa in the Park returned their money. Susie from Salsa in the Park needs to send the CCC a note, informing us that she is giving up her grant money. Carolina states that she asked her a few days ago, but she will follow up with her. The CCC has \$34,650.25 available to distribute for grant making in FY2022 — the largest amount of funds that the CCC has had in many years.

**IV. LCC FY20 & 21**

Bea opens the floor for discussion and updates on LCC FY20 and FY21 and Heritage grants. Marlene states that she had an email exchange with Roseann from GreenRoots regarding the Sylvia Chavez mural. They power washed the building and will be working on the mural over the next 3 weeks. Ellen Rover also provided an update v email, stating that her project is moving forward and she is currently working on filming her history project. She needs to provide two reports: one for Heritage and one for LCC. We have gotten reports from all the LCC projects that have been completed thus far, except for Black History Month and Eureka Ensemble. Omar reminds CCC members that the grantees should acknowledge funding from the CCC in their project and promotional materials. Carolina will reach out to La Collaborativa and remind them to put a logo on their promotional materials.

Temple Emmanuel is seeking an extension to spring 2022 given the pandemic and their recent renovations. CCC members approve their extension unanimously. Dakeya reports that he attended the Honduran Festival, and they did a great job. The CCC helped pay for the musical instruments and the band. They asked for the possibility of securing indoor rehearsal space, perhaps using the Salvation Army space but will need to seek a contract there. Some applicants don't know that they can use LCC funding to support salary and insurance costs. The CCC can help promote this information for the upcoming grants cycle. Dakeya will reach out to Stacey about Margarita.

**V. Arts and Culture Coordination Group Update**

Danielle gives an update on the Arts & Culture Coordinating Team. Danielle will work with Marlene to draft a letter to provide an update to Visioning Team members on the coordinating team and to offer to get them hard copies of the Arts & Culture Plan. The Coordinating Team reached out to the City's DEI Director to give her an update about the work and will continue to keep her engaged. Bea cites an opportunity to strengthen our outreach to the community and offer information and support in different languages. The CCC discusses the possibility to fund more festivals and musical performances through our grant funds, like the wonderful performances held during Chelsea Day.

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**VI. Project Updates**

Bea reports that she received an estimate for \$900 to install a new tracking system for City Hall Gallery. The installation costs are separate and expected to be approximately \$2,000. Marlene states that knows someone who installs professional window treatments and art exhibits in museums. Omar raises the need to identify someone on the CCC to work with him on managing the City Hall Gallery space and scheduling installations.

Marlene gives an update on Frank Bernard Comics. She recommends reviewing his pieces after the voting takes place in October and November. Bea recommends reaching out to other members of the community and asking if they want to support stand-alone projects, like the City Hall Gallery space.

Kati gives an update on Painted Utility Boxes. She met with Veronica to review and streamline information for this project. Omar sent Kati the full list of utility box locations. Kati will reach out to Mike and Bert to confirm whether these boxes are still there.

Omar reports that they are recruiting new members for the Chelsea Youth Commission. He states that they will finish up the painted utility box on Broadway and Webster soon.

**VII. Announcements**

Marlene states that there is a Historical Commission meeting next Tuesday, and she has had challenges getting a response from their Chair. She has a contact from the indigenous community, but the CCC and the Historical Commission need to discuss what support and input is needed from her. Marlene gives an update on The People's Memorial Project Chelsea, and reminds CCC members that they are hosting a community event on Thursday night. Bea recommends that Marlene ask the indigenous woman for her resume so that we can distribute it to the Historical Commission for consideration.

Meeting is adjourned at 8:05pm.

Next Meetings: October 26 for monthly meeting

Recorder: Danielle Kim

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