

Town of Charlton, Massachusetts

Cultural Council

January 11, 2024
Thursday 6:00 PM – 7:00 PM
Remote – Zoom

Minutes



Pending items

- Grant Season
 - Update on two denials
 - Jellyfish and signs were recorded as denials. Need to correct as we were able to allocate excess funds to these applicants which had a preliminary denial. Called and emailed Sommers to assist. Corrections have been made and recipients notified.
 - Check on denial appeals deadline
 - Approval emails to go out – Kathleen and Angela
 - Custom email to go out include:
 - Link to reimbursement form
 - Request for electronic submissions
 - Calendar notifications of event dates
 - Promotional materials for Social Media sharing
 - Include CCC hash tag
 - Sam Ho requested extension for FY2023 Hero Camp! Community Film Screenings program
 - "Our new estimated timeline is as follows: lock our edit by the end of the month, complete animation and sound by the end of April, and submit to film festivals that occur from May through the fall. Because of some festival rules, we will need to premiere our film at a festival before sharing the final film elsewhere. So once we have a festival premiere date (will generally find out 1-2 months before festival date), we will set up a screening with the Story School in Charlton for the end of the summer."
 - Extension granted by majority vote – Angela will communicate this with Sam

- Art Exhibit Planning
 - Coloring book plan revamp
 - Mailers picked up from Ashley, Angela has them
 - Council agrees to continue plan for promoting this years show with the coloring books. Angela will facilitate placing order. We will not enlist the artist to sign the books.
 - Letter drafting will be done by John and Angela
 - Check for letterhead in old council files – entry forms
 - Schedule initial planning meeting with library
 - Start to formulate social media communication plan promotional material and frequency
 - Submission forms – Nat/Gabby will help – Microsoft form
 - Art show sign
 - Flier – 8X10
 - Canvas sign is stored in town hall attic – FD hung sign
 - Easels at the library
 - Tablecloths with Karen at the library
- Action Items
 - 2023 Annual Town Report Due by March 7 to Mary Devlin.
 - Chris will help with this
 - New member onboarding
 - Met on Friday 5th with John
 - Notified Mary Devlin and Andrew Golas
 - Reimbursement requests
 - Checked on 1/3 by Angela – none
 - Branding to be worked on by Nani in Canva
 - Logo – Will and Nani
 - Last year promo material in Canva – Gabby shared login info
 - Natalie is staying on in a support capacity until June
 - Gabby is leaving at the end of January
 - Chris will join Feb meeting but faze out after that
 - Next meeting Feb 13th 6:00
- Review and approve Jan 11, 2024 minutes –
 - minutes approved 1-11-2024