

TOWN OF CHARLTON, MASSACHUSETTS

Cultural Council
June 1, 2023
Thursday, 6:00 PM – 7:00 PM
Remote – Zoom Line

In Attendance - Christine, Lily, William, Angela, Kathleen

Business Topics

Meeting Minutes

Reimbursement Requests

- Several Art Show related reimbursements and purchase receipts processed
 - Kathleen received reimbursement - Struck Cafe
 - Angela received reimbursement – original set of easels
- Elizabeth Silva reimbursement - Catnip Junkies
- Chris needs to submit for flowers, strawberries, and tip for band
- Kathleen to contact Elvis about invoice for coffee service; Christine already reached out once

Art Show Debrief

- Store Easels at Charlton Public Library?
 - Kathleen follow-up with Karen and Nicole at Charlton Library
 - Return excess easels? - Angela
- Public Feedback
 - Received a set of public feedback during art piece pick up; Angela and Christine reviewed with the group
- Ralph book gift
 - Angela/Lily to take on
 - Get names and addresses of children who participated in the Art Show
 - Request invoice from Ralph
 - Write a note from council to be included in the gift
 - Angela and Lily to touch base

Other Topics

- Social Media
 - Grant funding from a professional?
 - Gabby and Lily to touch base about maintaining social media presence
 - Get Lily and will access to Facebook
 - Get CCC programs on a calendar and on our social media. Promote events!
 - Event calendar on Facebook will be completed by Will, Lily, and Nani. Coordinate with Andrew for time guidelines.
- Onboarding New Members - Roles & Responsibilities
 - Will to help with files and meet with Jeff, Chris will submit outstanding minutes
 - Going forward minutes submitted by Kathleen. Format and follow agenda content.

- Angela will do agenda posting to Alise Arnold
- Christine to address Minutes backlog from Art Show drop ins; will associated with task list in prep for Art Show as best as possible.
- Angela to secure access to zoom account or new Zoom link ; reach out to Jeff Sorel
- Grant Money for 2024
 - Work to finalize Art Show budget over next few months
 - Angela to confirm if Covid Grant and Festivals Grant monies can roll over
 - Angela to invite MCC representative t upcoming meeting to discuss
 - Gabby suggested investigating Friends of the Library grant; needs owner
 - Outreach to grant recipients about funds that are not used and MCC rep – needs an owner
- Finance Report
 - Annual submission due in September end before FY 24 grant cycle opens up
 - Christine to review Finance report and CCC details with Kathleen & Anagela in August conversation
- Organize Shared Files
 - Comprehensive file share for art show to reference annually
 - Need to get clarification from Jeff Sorel regarding access to emails account and shared folders
 - Request information about creating a shared Charlton Cultural Council town email

Next Meeting 7/27/23 at 6:15

Reviewed & Approved Unanimously

Join Zoom Meeting

<https://us02web.zoom.us/j/84239582451?pwd=ek9PZjVIUmtSSVVDSEtGZTZm5RQT09>

Meeting ID: 842 3958 2451

Passcode: 035494

One tap mobile

+13017158592,,84239582451# US (Washington D.C)

+13126266799,,84239582451# US (Chicago)