

Town of Charlton, Massachusetts

Cultural Council
June 29, 2023
Thursday, 6:00 PM – 7:00 PM
Remote – Zoom

Minutes

- Review and approve minutes
 - Approve June 1 minutes – Chris will format Lily's list
 - Approve June 29 minutes – Chris will format to do list
 - Submit outstanding minutes to Alise – Chris
 - Going forward minutes submitted by Kathleen
- Transitioning Natalie, Christine and Gabby
 - Agenda posting – Angela
 - Fiscal report
 - Zoom link/host – tell Andrew to make Kathleen and/or Angela host
 - Etc.
- Reimbursement requests
 - District Art Show – signed & submitted
 - Elizabeth Silva Music – signed & submitted
 - Kathleen – received
 - Angela – received
- 2023 Art Show
 - Youth art book mailing
 - Document budget
 - Organize event files
 - Finance report – art show specific
 - Document all expenditures
 - Submit remaining reimbursement for Chris
 - Gift cards to people's choice winners – Chris
- Operating Manual
 - Go through MCC guidelines
- Grant money outstanding

- Thank you Notes
- New Logo
- Website
- Business cards/brochures
- Grant Reporting
 - Covid
- Fiscal Report 2023 – Chris and Angela will coordinate
 - Outreach to grant recipients who have not used their funds
 - Who is forfeiting funds
 - Who is rolling over
- Technology – Will will lead the tech initiative
 - Shared files
 - Town email pare down
 - Facebook
 - Get Lily access – Angela will try
 - Event calendar – Lily, Will & Nani
 - Panel book for dates
 - Highway men share library post
 - Create process for promoting grantee events
 - Coordinate with Andrew
 - Follow town guidelines for posting
 - Follow up with events we don't have dates for
- New Member onboarding
 - Nayari – Talent Bank Form to Mary – Angela
- Support artists in selling their work
- Outreach to MCC rep
 - Including additional grants within recognized funding in finance report

Minutes Reviewed & Approved : 7/27/2023

Attendees: Christine Grondalski, Angela Casasanto, Natalie Matthews, William Arsenault