

# Town of Charlton, Massachusetts

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Cultural Council

July 27, 2023

Thursday, 6:15 PM – 7:30 PM

Remote – Zoom

## Minutes

### Pending items

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- Review and approve minutes
  - Approve June 1 minutes – Chris will format Lily’s list
  - Submit outstanding minutes to Alise – Chris
  - Going forward minutes submitted by Kathleen
- Transitioning Natalie, Christine and Gabby
  - Chris Dec/Jan
  - Natalie June 2024 – January treasury duties turnover
  - Gabby?
  - Fiscal report
  - Zoom link/host – tell Andrew to make Kathleen and/or Angela host
  - Identify tasks / bucket / define roles / job aids / succession planning
  - Get operating manual to a shared space for collaboration
  - Work on format and navigation
- Reimbursement requests
  - Two requests submitted for Pasture Prime Players FY22 & FY23
- 2023 Art Show
  - Youth art book mailing
    - Ralph’s W9 is in
    - Angela has list printed and will get to Lily to get to Ralph
  - Document budget
  - Finance report – art show specific
    - Document all expenditures
    - Submit remaining reimbursement for Chris
  - Gift cards to people’s choice winners – Chris

- Grant money outstanding
  - Thank you Notes
  - New Logo
  - Website
  - Business cards/brochures
- Grant Reporting
  - Covid – Lisa will help get submitted
- Fiscal Report 2023 – Chris and Angela will coordinate
  - How to account for Covid grant & Festival grant – goes into state funding? Lisa will look into this
  - 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 access – buffer account for posting
    - Gabby will loop in Lily and Nani
  - 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
  - Get talent bank form to Lily – Nani
  - Get Will sworn in – Town Clerk
  - Onboarding checklist
- Support artists in selling their work
- Outreach to MCC rep
  - Including additional grants within recognized funding in finance report

## New items

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- Grant cycle

- Notify past recipients of new grant opportunities LCC / MCC
- Deadline to update local Guidelines 8/31/2023
  - Set boundaries for profits
- Minutes from June 29 approved
- Changes to Guidelines 2023
  - Add tribal Governments into LCC program
  - For profit organizations can be eligible for grants
- Direct grant council?
- Update new grant form with only one required council signature

Minutes for July 27 approved unanimously

Attendees

Christine, Kathleen, Will, Nani, Lily, Angela, Gabby, Natalie

Next Meeting Tuesday August 22<sup>nd</sup>