

Town of Charlton, Massachusetts

Cultural Council

Aug 22, 2023

Tuesday, 6:15 PM – 7:30 PM

Remote – Zoom

Minutes

Pending items

- Review and approve minutes
 - Submit outstanding minutes to Alise – Chris
- Transitioning Natalie, Christine and Gabby
 - Chris Dec/Jan – Continue to have off-cycle meetings to catch Kathleen and Angela up on process
 - Natalie – January 2024 treasury duties turnover – Schedule off cycle with Kathleen & Angela
 - Gabby Dec – Social Media turnover - Gabby putting guide together & schedule off cycle with Lily, Will & Nani
 - Fiscal report – One-off with Chris, Kathleen, Natalie, Angela in Sept 23/24– Chris will update w/ Ashley’s report prior
 - Zoom link/host – Angela will fix new link
 - Identify tasks / bucket / define roles / job aids / succession planning – 2-month plan procedural tasks
 - Operating manual - Work on format and navigation
- Reimbursement requests
 - Christine’s reimbursement to be submitted
- 2023 Art Show
 - Youth art book mailing – Ralph is moving on the order, 24 books \$192 w/ autographs
 - Ralph’s W9 is in
 - Document budget – review expense report from Chris
 - Gift cards to people’s choice winners – Chris

- 2024 Art Show
 - Karen Wall requested we book date – provide 2 dates by September

- Grant money outstanding
 - Thank you Notes
 - New Logo
 - Website
 - Business cards/brochures

- Grant Reporting
 - Covid – Complete

- Fiscal Report 2023 – Chris, Angela & Kathleen one-off held in Aug
 - How to account for Covid grant & Festival grant – placed on separate line item
 - Outreach to grant recipients who have not used their funds after finance report
 - 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 – On hold until other tech issues resolved
 - Panel book for dates
 - Highway men share library post – Done
 - 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 – Defer to Sept

- Get Will sworn in – Town Clerk – Defer to Sept
- Onboarding checklist

- Support artists in selling their work

- Outreach to MCC rep – Done
 - Including additional grants within recognized funding in finance report

Guidelines Reviewed and Approved Unanimously

1. The CCC prioritizes applicants with complete performance and budget plans, a secured location for their performance, a letter of support from a Charlton organization is preferred but not required
2. The CCC puts Charlton artists, organizations and companies as well as local performances at the top of our criteria for selection
3. The CCC welcomes new applicants and would prioritize over repeat grantees, provided first two criteria are met
4. The CCC prioritizes partial funding of multiple projects over fully funding fewer projects, the CCC will consider multiple funding sources as identified by each grantee.
5. The CCC advances performances for the general public ahead of target audiences, with the exception of underserved communities. The CCC strives to support a mixture of diverse and inclusive projects.
6. The CCC will retain up to the state maximum allowed from each annual allocation to support our annual art show and other local activities; the annual percentage will flex to place the priority on funding grant applicants

Minutes for Aug 22nd approved unanimously

Attendees

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

Next Meeting Tuesday September 28th