



**Lancaster Cultural Council Meeting Minutes
Monday, July 29, 2019
Lancaster Community Center, 695 Main Street
Behind Prescott Building
Public Meeting Room**

Present: Judy Elwell, Maureen Hardy, Denise Hurley, Donna Rosander, Marie Sullivan, Susan Sussman

Absent: Greg Jackson, Michele Macdonald, Kathy Foell

Call to Order: 5:30 PM

Welcome and Introductions

- Marie opened the meeting and introduced one of our new members, Judy Elwell.

Approval of Minutes 8/20/2018

- A copy of the minutes were given to members before the meeting to review. There were no additions or changes to the minutes. Minutes were unanimously approved by Marie Sullivan, Maureen Hardy, Denise Hurley, Donna Rosander, and Susan Sussman who attended the 11/7/18 meeting.

Treasurer's Report & update on 2019 Grants

- We have \$689.35 in our account. Youth Ensemble Children's Concert (\$300) changed the date and has been notified several times about submitting a Modification Request. Once approved by Council, the \$300 can be paid out. Museums to You grant(2017-18) used only \$380.00 out of the approved \$750 leaving \$370 remaining to roll over for next year's grants. The remaining \$19.35 is accumulated interest.

Election of Officers for 2019-2020

- For President: Marie Sullivan was nominated by Donna Rosander and seconded by Maureen Hardy; vote was unanimous.
- For Treasurer: Maureen Hardy was nominated by Donna Rosander and seconded by Susan Sussman; vote was unanimous.
- For Secretary: Donna Rosander was nominated by Maureen Hardy and seconded by Susan Sussman; vote was unanimous.

Review/Edit Council Priorities

- Beginning in the 2019-2020 grant cycle, the Pilot program which we have been executing is now being offered to all towns in the state. Council Priorities must indicate participation in their priorities. Priorities for 2020 were modified and will be posted as follows:

- **Lancaster Cultural Council Priorities:** The Lancaster Cultural Council continues to participate in the Massachusetts Cultural Council Pilot Program. Within two weeks of the award notification, grant recipients must return a Grant Acceptance Form and W-9 in order to process the award check. Once the project is complete, grantees have two weeks to submit the required Final Report form and required receipts.

- Priority is given to:

- Applications from local artists, organizations or groups
- Projects that demonstrate detailed planning including venue confirmation, date(s)
- Projects with complete and detailed budgets
- Projects or events that are free and / or low cost (for attendance or participation)
- Applications that show a match of cash or in kind services
- Proposals that address the diverse cultural needs of our community or support diverse forms of cultural activities
- Collaborative projects between cultural and community groups

In addition:

- A project that has received funding in the past from Lancaster Cultural Council must be updated or in some way altered such as incorporating new content, or relevant /current technology.
- Only online applications are accepted.

Community Initiative Proposal: Denise Hurley

- Denise presented her idea for an Art Festival to be executed by the Lancaster Cultural Council in June 2020. Members were interested in her idea and asked questions for clarification. The Council was unable to come to a decision about the Council Initiative because more details were needed especially in terms of budget and finances. Some of the items discussed were town permits, vendor booth cost for participation, police and traffic details and permits, information about food trucks including participation cost, hook ups, ServSafe certificates, Board of Health

restrictions, “juried” details - stipend and fringe benefits, rain plan, musician and sound system cost etc. Denise left with two action items: 1) come prepared with a detailed plan and detailed budget for the Art Festival to be presented at a September 2019 meeting dedicated to the topic 2) Check open meeting requirements that may impact committee work including any conflicts about sending emails to fellow members while working on this project.

- Action item- Marie Sullivan - to set up a meeting in September for the Council to review Denise’s proposal and detailed budget. In the event Denise is not able to obtain the details requested by Council, it will not be necessary to hold a meeting in September and Denise will still have time to submit her own grant proposal (deadline October 15) for the Art Festival.

Communications

- Marie shared “Thank You” notes we received from several groups who received grants.
- Denise Hurley shared with the council that her exhibit is now showing at Cafe 641 in Hudson, Massachusetts.

Publicizing Cultural Council Grants for 2019

- The Council agreed on the following statement to be published in the Item, Town Newsletter, Council on Aging Newsletter, in a cable television bulletin and on the Town’s Facebook pages. Hard copies will also be available at the Library, Town Hall and Community Center.

Lancaster Cultural Council is currently accepting online grant proposals from organizations, schools and individuals to support arts, humanities and science including artistic projects, cultural events and activities in Lancaster and surrounding communities. To submit a grant proposal, visit www.mass-culture.org. Application deadline is Tuesday, October 15, 2019.

Visit the Lancaster Cultural Council website www.ci.lancaster.ma.us/Cultural-Council for more information and to view the 2018 Community Survey report.

Adjournment: 6:55p.m.