



Lancaster Cultural Council Meeting Minutes
Monday, September 16, 2019
Lancaster Community Center, 695 Main Street
Behind Prescott Building
Public Meeting Room

Present: Marie Sullivan, Maureen Hardy, Denise Hurley, Donna Rosander, Greg Jackson, Michele Macdonald

Absent: Judy Elwell, Susan Sussman, Kathy Foell

Call to Order: 4:32 p.m.

Welcome and Introductions

- Marie opened the meeting and introduced one of our new members, Greg Jackson.

Approval of Minutes 7/29/2019

- A copy of the minutes were given to members before the meeting to review. A motion to approve the minutes as corrected (spelling error) was submitted by Maureen Hardy and seconded by Denise Hurley. Minutes were unanimously approved by Marie Sullivan, Maureen Hardy, Denise Hurley, Donna Rosander, all who attended the July 29, 2019 meeting.

Thayer Memorial Request For Grant Modification

- A request was made by the Thayer Memorial to change the date of their event from August 14 to August 20, 2019. The request was submitted before the dates of August 14/20, but the Lancaster Cultural Council did not have a scheduled meeting to take a vote on the modifications before August 14, 2019. A vote was taken and all members of the Council approved the date change.

Community Initiative Proposal: Denise Hurley

- The meeting was turned over to Denise to lead a discussion on her proposal for the Lancaster Cultural Council Arts Festival in June 2020.
- Proposed date for Art Festival is Saturday, June 13, 2020 from 10: a.m. to 4:00 p.m. Rain date will be Sunday, June 14, 2020.

Projected Expenses:

- Advertising-\$200 – Members encouraged the use of the ITEM, town, library and COA email and newsletters blasts which are all free. The funds could then be used for posters around town and a possible banner depending on costs.
- Musicians-\$600.00 – 3 bands at \$200 each. The Council discussed different types of music appropriate for an outdoor festival and if each band had their own sound system, the cost of a separate sound system for announcements could be eliminated. The Council also recommended contacting the schools for school group performances which would also bring in parents and increase attendance.
- Sound-\$400.00 - There was discussion about the need for amusement licensing if a separate sound system was needed. This needs to be clarified.
- Miscellaneous Items-\$300.00

- Other costs discussed:
 - Insurances: Denise spoke with Orlando who said if it was a town committee sponsored event, no additional insurances would be necessary.
 - Portable toilets: A cost estimate is needed for port-a-potties

Projected Income

\$915.00- Lancaster Cultural Council grant

\$800.00 Artist Fees- based on 20 artists paying \$40.00 per booth

\$150.00 Food Vendor fees, \$75.00 per vendor x 2

Denise went over each of the action items brought up at the July 29, 2019 meeting.

- Town Green: There is no cost for using the town green. An application (which is ready) needs to be submitted to the town and approved by the Selectmen.
 - Police Detail: Denise spoke with the Police Chief who said we can obtain a Community Officer at no cost for the day.
 - Call for Artists: Social media, newspapers, and town communications would be used to attract artists to participate in our Art Festival. Each artist will be required to submit a sample of their work to be juried by volunteers before the artist is accepted. Deadline for submissions would be March 31, 2020. Artists will be responsible for any tables, chairs, and easy-ups for the event. Any easy-up over 10" x10" needs a permit, responsibility of the artist.
 - Vendors: It's the responsibility of vendors to acquire BOH permits and Safeserve certificates.
Denise was encouraged to check into partnering with the Friends of the COA who have been providing barbecues at the concerts on Town Green.
 - Sound Person: There was discussion about amusement licensing needed for a separate sound system. More research and discussion is needed.
 - Parking will be allowed on the street.
 - Advertising: Use of newspapers, town communications, flyers, banners, signs, and social media. Most is free publicity with the exception of banners and posters. Michele gave Denise information about the poster company the Council On Aging used.
 - Open Meeting Law: To insure that we do not violate the Open Meeting Law, not more than one council member can participate on a subcommittee. A Lancaster Cultural Council Open meeting will be held for each of the subcommittee persons to report their status at a Lancaster Cultural Council meeting.
- Subcommittees:
- Logistics: request of town green, obtain community officer, setting up town green, and parking
 - Call for Artists & Advertising: develop application, call for volunteer judges, and develop criteria for art to be accepted
 - Musicians / Sound support: Solicit and develop contracts – Does Cultural Council have authorization to set up contracts or does it have to be with Town of Lancaster?
 - Volunteers: Advertise and coordinate assignments, Food trucks and COA/Friends.
 - Advertising: Develop flyers, bio info about festival and compile all social media, newspapers, town communications, flyers, banners, and sign to be used.

Open Issues/Actions Items:

- Lancaster Fire Department will be contacted to see what support will be needed from the fire department.
- Portable toilets will be needed for the event; cost needs to be included in the budget.
- Food Trucks need Selectmen's approval.
- Denise will check with the Library to ensure there is no conflict with their projected programs.
- Can we as a Town Committee develop contracts for musicians and/or a sound person?

Vote was taken to approve a Lancaster Art Festival On the Green, June 13 (or 14) 2020, coordinated by Denise Hurley and sponsored by the Lancaster Cultural Council.

4 yes, 1 no, and 1 council member abstained from voting.

Marie explained that in light of not being able to participate in the Art Festival Initiative, she would assume responsibility for the paperwork and requirements for all of the 2020 grants while the Council worked on the Community Initiative.

The meeting was adjournment at 5:38 p.m.