



LUNENBURG CULTURAL COUNCIL
LOCATION: Ritter Memorial Building
DATE/TIME: 8/23/23, 6:45 pm
MEETING MINUTES

ATTENDEES

Elise Wiley
Daniel Burns
Karen Kemp
Diane Beaudoin
Kirsten Snape
Donna Saiia

MEETING CALLED TO ORDER

APPROVE PREVIOUS MEETING MINUTES

- **Elise called the meeting at 6:56 PM**
 - **The motion was seconded and approved**

PUBLIC COMMENT

- **None**

TREASURER'S REPORT

- **Forwarded from Donna Saiia**
- **Request from Donna to allocate funds to purchase document storage**
- **Elise proposed an allocation of \$50 for the purchase of document storage, seconded by Dan and unanimously approved**

RESULTS FROM CULTURAL COUNCIL SURVEY

- **Priorities**
 - **Visual Arts - 19**
 - **Performing Arts - 29**
 - **Nature Focus - 29**
 - **Lunenburg Public Schools - 16**
 - **Town Wide Event - 45**
 - **Diversity - 23**

- Update the mission statement to reflect the priorities highlighted in the survey results
- Per the state guidelines, the priority is to fund when possible fully or if partially funded will the program be able to run
- Require an endorsement letter from the proposed venue at submission
- Requests for adding email addresses
- Donna will talk to Heather Lemerieux about the requirements for an online presence (Facebook, newsletter)

Elise motioned to approve the update to the council priority statement, seconded by Karen, unanimously approved

Guidelines for grant submission

- Must provide endorsement letter from the proposed venue with application
- Programs must be completed within a year of allocation

Elise made a motion to approve guidelines, Dan seconded, unanimously approved

Grant outreach opportunities -

Mail Chimp is a possibility for a newsletter

Donna - reach out to former recipients

Donna - suggest a paper postcard for outreach - pictures from events

Donna - September 13th, 4 - 7 - at the Senior Center - Volunteer Fair - table?

Use survey results - to request volunteers

Townsend fair - cultural council table?

Posters/handouts for grant submission info for September

Donna - press releases?

Town Calendar?

Elise motioned to allocate up to \$350 of administrative funds for the printing of promotional materials, which Donna seconded, and unanimously approved - Elise will generate postcards for printing - Donna will send to the printer to be available for the September 1st grant cycle

DISCUSS ARTISTS-IN-SCHOOLS PROPOSAL - NEXT STEPS

Donna presented at the Selectmen's meeting - asking for \$22,000 in funds to be allocated through the

Cultural Council to support 4 artists per proposal from Robin - should the cultural council allocate funds for a program that we have no oversight or involvement in - we will approach Robin for additional information - we will defer the discussion on this program at the September meeting.

SET AGENDA FOR NEXT MEETING

- Email Elise Wiley with any agenda items

ADJOURN MEETING

- Dan motioned to close the meeting, Elise seconded, and the meeting was adjourned at PM.