



LUNENBURG CULTURAL COUNCIL

LOCATION: Ritter Memorial Building

08/12/2026, 6:45pm

MINUTES

CALL MEETING TO ORDER at 6:57 PM

PUBLIC COMMENT - None

WELCOME VISITORS/POTENTIAL NEW MEMBERS

Greg Torrales, Mass Cultural Council

Karla Velazquez, potential new member

ATTENDING MEMBERS

Elise Wiley, Donna Saiia, Karen Kemp, Nancy Peterson, Chriztine Foltz, Tiffany Warren

APPROVE PREVIOUS MINUTES – moved to next meeting

TREASURER'S REPORT

FY26/27 grants approved	\$10,078
Paid Out to Date	\$ 3,450 (six grants)
To Be Disbursed	\$ 6,628 (eight grants)
Our LCC Grant balance	\$ 1778 (a portion is allocated to two Spring Fling artists)
Admin Funds Balance	\$ 460

DISCUSSION ON ARTIST PAYMENT SYSTEM – There are two options for paying artists. One, which is presently implemented, pays artists on completion of event and receipt of paperwork.

Greg, from the MCC, filled us in on the direct pay option which pays the artists after notification of the grant approval by our LCC in January. Initial payment paperwork is submitted in a batch to town accountant's office for payment. Artists need to submit a final report after the event. If, after event, final report is not submitted, artist is banned from grant consideration in the following year. If event does not occur, artist can request a grant extension or grant modification. Monies are not returned if event doesn't happen. He advised that this is a very rare occurrence.

The town may have specific municipal guidelines for payments. Donna will make an appointment with Myleen Mallari, Lunenburg Treasurer, to discuss both options and get feedback relating to town policies. If allowable under our municipality's regulations, a discussion will be scheduled for an upcoming meeting for a potential change in FY28.

DISCUSSION OF CULTURAL COUNCIL MISSION & PRIORITIES FOR 2027

Both still represent our current philosophy and requirements for grant applications.

VOTE ON CULTURAL COUNCIL MISSION & PRIORITIES FOR 2027

It was decided and voted that we will keep our present Mission Statement and Priorities. Motion made by Elise, seconded by Chriztine. All in favor. Passed. Elise will update both in MCC Smart Simple.

PLAN FOR ADVERTISING GRANT OPPORTUNITIES FOR 2027

The FY27 Grant Cycle is September 1, 2026 to October 15, 2026.

Suggestions include Facebook – our page and local Lunenburg pages (Elise), with forwarded shares by members; letter to Lunenburg Ledger (Chriztine), direct contact with Lunenburg Library (Donna) and Adult Activity Center (Donna and Chriztine). There is an opening for 'Unity for the Community' at Canvas in Fitchburg on 8/21/26 at 3-5PM (Elise). Refer to Mass CC website for other opportunities, resources and suggestions for advertising. Our LCC postcards will be distributed around town by members. They can be picked up at Donna's house.

DISCUSSION OF TRANSITION PLAN

- Gauging interest in officer positions – Greg clarified that while Donna will complete two 3-year terms in June 2027 and cannot be a voting member for a one-year period, as per MCC rules, she can still act as Treasurer or have another position. Tiffany and Donna expressed interest in becoming the Chairperson. Karla, who will be a new member, expressed interest in the Secretary position. This will be added to our voting agenda at one of the fall meetings.

- It is noted that several other members will also have completed two terms and thereby not be able to vote for one year after June 30, 2027. It is important that new members be recruited to have a quorum for voting after that date. The town needs to know of this issue so that they do not fill the rest of someone's term but each applicant is a new 3 year term in order to stagger the non-voting years. Elise will contact Melissa to clarify.

PLAN FOR VOTING MEETING IN NOVEMBER

The FY27 Grant Applications and Panel Book will be available to all members after October 15 on Smart Simple. They can be download or just opened on the Smart Simple website for review. Donna will distribute the FY27 spreadsheet via email after October 15. All members will have an opportunity to make notes in the column provided to aid with voting at November's meeting. Donna will vet all applicants for compliance with our guidelines and if not, will note reasons in same column. Reviewing beforehand will streamline our review and voting at the meeting.

NEW BUSINESS – Discussion on Future Plans for Cultural Council, ideas the Council would like to pursue for 2027 and beyond

- Lunenburg Cultural Council used to be called The Arts Lottery many years ago and the accounting system reflects the older name which has caused confusion. Donna has discussed it with a Select Board member and will discuss it with Myleen.

- Are we allowed to fundraise for school art supplies in Lunenburg? Donna will ask Myleen.
- Lunenburg's 300th Anniversary in 2028 – discussed how we can be involved, such as committing to a certain project(s) in the event. We might be a good resource for local artists and programs if they are looking for sources. Chriztine will make contact with them and look into it.
- Future project idea – Puppet Festival
- Talked with Greg about regional cultural councils where two or more towns pool their resources and efforts and from one group. Townsend has expressed interest in it. There are several in Massachusetts – some include two or three towns and there are nine in a group in the Berkshires. This requires municipal approval and can be an involved thing to institute. We can look into an unofficial relationship where we partner with another town on a larger project. It is possible to piggyback on an already popular event – see MCC's site and check out Carlisle and Amesbury in particular. More information is in the MCC Toolkit online.
- Look at the YouTube videos of what other cultural councils have done – activities and promotions.
- Sponsorships and Donations – working with local businesses to raise funds for additional LCC projects.
- Create an identity for our LCC and promote it within Lunenburg and the region we support.
- Need to create a network of volunteers for our LCC who are willing to help with events.

COUNCIL MEMBER ASSIGNMENTS

- Update Council Mission & Priorities Online before 8/31/26 – Elise
- Update members and their terms on MCC site – Elise, distribute to all members
- Grant Period Advertising – 'Unity for the Community' at Canvas in Fitchburg, 8/21/26 at 3-5PM – Elise
- Contact Melissa to explain issue of non-voting year between every two consecutive terms - Elise
- Letter to Lunenburg Ledger about the opening of the FY27 Grant Application Period – Chriztine
- Lunenburg's 300th Anniversary 2028 – contacts and liaison information – Chriztine
- Talk with Adult Activity Center director about upcoming grant cycle – Chriztine and Donna
- Talk with Lunenburg Library liaison about upcoming grant cycle - Donna
- Appointment with Myleen Mallari to discuss grant payment options, fundraising guidelines in Lunenburg, and account name change in town system – Donna
- Contact grantees to encourage reimbursement submissions for completed events – Donna
- Gather Council Minutes and send to town office – Kirsten, Elise and Donna
- Pick up postcards at Donna's house to distribute – all members
- Conflict of Interest Training – all members who have not yet completed it

ADJOURN at 8:55 PM