



Lancaster Cultural Council Meeting Minutes
Thursday, November 7, 2019
Lancaster Community Center, 695 Main Street
Behind Prescott Building
Public Meeting Room
5:00PM

All are welcome

Present: Marie Sullivan, Maureen Hardy, Denise Hurley, Donna Rosander, Greg Jackson, Michele Macdonald, Judy Elwell, Kathy Foell

Absent: Susan Sussman

Call to Order: 5:13 PM

Welcome –

- Marie opened the meeting at 5:13 PM

Approval of Minutes 9/16/2019

- A copy of the minutes was sent to members before the meeting to review. There were no additions or changes to the minutes. A motion to approve the minutes was submitted by Michele Macdonald and seconded by Greg Jackson. Minutes were unanimously approved by Marie Sullivan, Maureen Hardy, Greg Jackson, Denise Hurley, Donna Rosander and Michele Macdonald, all who attended the September 16, 2019 meeting.

Update on 2019 Grants

- The Thayer Children's Program for \$300.00 was rolled over from last year's (2019) grants to 2020 grant program.

Treasurer's Report

- Maureen reported the balance is \$691.46: \$370- rollover grant, \$300 Thayer Youth Grant that was unused, \$21.46 in interest, not including October.
- Marie submitted a bill for printing \$21.68

2020 Lancaster Cultural Council Grant Applications Evaluation

- Reviewed Conflict of Interest
- Reviewed Massachusetts Funding Priorities
- Reviewed Lancaster Cultural Council's 2020 Priorities
- 2020 Grants Distribution: The Council reviewed 21 grant applications requesting \$22,530. \$6770.00 available for 2020 grants.

			Amt Requested	Yes Votes	No Votes	Amount Approved
1	Audio Journal	Radio-Active Theatre	\$300	1	7	\$0.00
2	Discovery Museum	Open Door Connections: Lancaster	\$250	0	8	\$0.00
3	Francis Hart	A Cultural and History Reflection of the 1960's through the Music of the Beatles	\$325	0	8	\$0.00
4	Henry Lappen	Henry the Juggler Performance	\$425	0	8	\$0.00
5	Jay Mankita/Pla	Chain Reactions and Creative Contraptions	\$500	0	8	\$0.00
6	Lancaster Community Center	Friends and Neighbors from Around the World	\$2,000	8	0	\$500.00
7	Lancaster Cultural Council	Lancaster Arts on the Green	\$1,500	4	1 abstain	\$500.00
8	Lancaster PTO	Cultural Enrichment for Mary Rolandson School & Luther Burbank Middle School	\$5,000	8	0	\$1000.00
9	MUSIC Dance.edu	Hip Hop Dance Chair Exercise for Seniors	\$280	6	2	\$100.00
10	MUSIC Dance.edu	Hip Hop Dance Chair Exercise for Seniors	\$280			Duplicate application
11	Nashoba After Prom	2020 Nashoba After Prom	\$2,000	0	8	\$0.00
12	Nashoba First	Nashoba FIRST Robot	\$1,000	7	1	\$500.00
13	Nashoba Friends	Nashoba Regional High School Spring Musical	\$1,000	8	0	\$500.00
14	Nashoba Friends	Nashoba Symphonic Band 2019-2020 Season	\$750	8	0	\$400.00
15	Polus Center for	Polish Picnic	\$400	7	1	\$100.00

16	Rebecca Wright	85th Regional Exhibition of Art and Craft	\$200	8	0	\$200.00
17	Rosie Latto	Nashoba Valley Chorale January 2020 Concert	\$1,000	1	7	\$0.00
18	Seven Bridge Writers	Slam Poetry Workshop at NRHS	\$1,500	0	8	\$0.00
19	Seven Bridge Writers	SBWC Writing Opportunities for the Public	\$3,180	7	1 abstain	\$500.00
20	Thayer Memorial	Flying High Frisbee Dogs Show and Demonstration	\$440	6	2	\$250.00
21	Virginia Thurst	Mind-Body Sound Therapy Series	\$200	8	0	\$200.00
			\$22,530			\$6770

Lancaster Arts on the Green Festival

- Reviewed Council Program Requirements from Massachusetts Cultural Council
- At the Lancaster Town Selectmen meeting on November 4, 2019, use of the Town Green was approved for the Lancaster Art Show.
- The Council must ensure that the project follows the same state guidelines and council priorities as other applications.

Conflict of Interest for the Council Program was reviewed:

- Each member of the council must carefully follow the conflict of interest procedures.
 - In addition to oneself, each LCC member must be careful if family members, an organization a member is affiliated with, or business partners have a potential financial interest in council programming. If a conflict of interest situation arises for any local cultural member, he or she should obtain legal advice prior to engaging in any conduct which might violate the conflict of interest law.

- A member of an LCC's non-immediate family applies to the LCC or will accept compensation to perform in a program sponsored by the LCC.
- A friend of an LCC member applies to the LCC for a grant or will accept compensation to perform in a program sponsored by the LCC.

Program Expenses/ Reimbursement for Council Programs:

LCC members will be reimbursed for program expenses. LCC members cannot receive compensation, but can receive reimbursement for expenses. Any unspent state funds set aside for Council Programs may not be encumbered during the following grant cycle and must be regranted.

Accessing the Funds

The funds for Council programming must be kept in the council's municipal account and can be accessed as:

- Direct payments to third party vendors with a W-9 form and Invoice stating details
- Reimbursement to council members for expenses related to the project

Final Report

In order for Mass Cultural Council to understand the impact these funds and the council activities have on communities, LCCs who use state funds to support their programs must complete a final report.

Lancaster Council Project

Communication:

- Cc all communications to everyone
- Call meetings only when necessary
- Agendas to be posted by Cultural Council Chair
- Minutes by Cultural Council Secretary or substitute if unavailable
- Treasurer receives invoices with W-9 and / or receipts
- Abide by all the open meeting laws including quorum, minutes etc.

The Council is not authorized to create contracts

- For Musicians - Treasurer submits (to Lancaster Accountant) an invoice (stating date, rain date, details such as band set up time, band performance time) and a W-9 form. Council Treasurer delivers check to Band after performance

Artists - \$40 fee per booth; checks payable to Town of Lancaster

Approved Budget

Expenses: (\$1370)

\$570 Advertising: posters/banner

\$600 Musicians

\$200 Miscellaneous (printing , postage)

Projected Income (\$1370)

\$600 Artist Fees (15 artists X \$40)

\$770 Cultural Council Grant

Committees

Call for artists- Denise

Food – Michele

Advertising – Denise

Musicians- Donna

Volunteers – Maureen

Action items:

- Denise will provide a timeline
- Denise will obtain legal advice regarding procedures for committees to communicate and operate without breaking Open Meeting Laws.

Communications - none

Adjournment: 7:51 PM