

**MINUTES Approved  
MONTAGUE CULTURAL COUNCIL**

**Meeting Date: *Sunday, August 20, 2023. Meeting Time: 9:00 am***

**In Person Meeting at 27 Center Street, Montague, MA 01351**

**Members Present:** Kathy Lynch, James Mussoni, Deborah Frenkel, Maggie Martin

**Members Absent:** Betty Tegel **Others Present:**

**Votes Were Taken**

**1. Chairperson Kathy Lynch opens meeting at 9:17 am**

**2. Approve Sunday, April 23, 2023 Minutes**

Moved to approve: Kathy      Seconded: James

*Minutes approved as submitted*

**3. Funding update, survey update**

**Notes:**

*Funding: We are approved for ARPA funds to match our Mass Cultural Allocation up to \$9,000.00 for two grant cycles*

*Survey: As of today there are 24 responses. Preferred programing options are History/Science, Musical Performances, Drama Performances and Art Shows were in the lead*

*Venue preference: Turners Falls and Montague Center*

*Prioritizing BIPOC or LGTQIA funding was supported*

*James will create a poster re: survey to reach people who are less internet connected*

*We will keep the survey active until the end of September.*

**4. Treasurer's Report**

**Notes:** *Discussed how long we should keep funds available to Grantees. Voted that Grantees must claim funds or request an extension before Dec 31,2024 which is 11 months after they will have been notified of receiving the grant. Failing to claim the award, or request and receive an extension, during that time frame will result in forfeiture of the award.*

*Vote take on the policy above*

*Motion to Approve: James*

*Second: Deborah*

*Approved Unanimously*

*Maggie will reach out to current and past grantees who have not yet claimed their funds.*

## **5. August - October Tasks and Deadlines:**

A ● Update MA Guidelines and Priorities (Suggested \$250 minimum funding - can fund for profit projects with public benefit - see Mass Cultural Updates DEADLINE AUG 31 - GOES LIVE ON SEPT 1.

*Notes: We will continue to award grant amounts on a case by case basis. We will likely continue to give grants under \$250 in certain situations.*

### **Small Edit to Priorities:**

- *After Section on Equity, Diversity and Inclusion Add three sections:  
Projects based on Montague History or Science*
- *Montague based Creative Projects*
- *Projects which demonstrate community support and planning will be prioritized  
(move up from lower in document)*

### **Small Edits to Council Guidelines:**

*Replace second paragraph "Incorporated organizations must have nonprofit status; unincorporated associations must have a nonprofit purpose..." "Please check the Mass Cultural Council Guidelines link for information on organization and association eligibility - link*

*Also, revise dates in the deadline section if they are not already updated.*

B ● Create Guidelines and Priorities for new Town Funded Grants - Determine Deadlines if not prescribed by Town

*Notes: Same as above*

C ● Create Grant Publicity Plan and instigate it immediately

*Notes: James will make a poster for the survey and new grant cycle. Deborah will place an ad with Montague Reporter. Kathy will post on social media and with town entities.*

*Vote taken on: \$200 publicity budget for posters and Ads*

*Motion to Approve: Deborah*

*Second: James*

*Approved unanimously*

D ● OCTOBER 17, 2023 - LCC APPLICATION DEADLINE - info only

E ● OCTOBER 17, 2023 - DEADLINE TO COMPLETE FIRST AND SECOND - info only

## **6. Set next meeting date AND attempt to create a regular meeting plan / schedule**

**Notes:** *After late October James' schedule will allow more flexibility for meeting dates.*  
**NEXT MEETING: SATURDAY, OCTOBER 28, 2023 at 3:00 pm IN PERSON - We will request to use the Town Hall Meeting Room.**

**7. Topics not anticipated within the 48 hour posting requirement.**

**Notes:** *The Town has offered us a town gmail address which will include Google Meet access for our use when we meet virtually. We are going to accept this offer and forward / migrate our current Google Account email and Drive information to that new account.*

**Chairperson Adjourns Meeting at 11:30 am**