



LEOMINSTER CITY CLERK
2022 SEP 23 PM 3:18

Leominster Cultural Council
Tuesday August 23, 2022

This meeting was held in-person at the Leominster Public Library (Third Floor Conference Room), following State and CDC Guidelines.

Meeting called to order at 7:02PM by President Vicki Briggs

Present: Treasurer Bob Wilson; Public Relations Liaison Rod Schaffter; members Nancy King, Kaitlyn Montagna, and Lori Nelson

Absent: Secretary LuAnn Longenecker; Member Elizabeth Raymond

Public Participation

- There was no public participation at this meeting.

Correspondence

- FY 2022 grant paperwork updates: As of meeting time, seven 2022 grants have been completed; funds for five additional grants have not yet been disbursed pending submission of paperwork. Final Reports for the remaining grants are outstanding for various reasons. Further, there are seven grants pending from 2021 that were approved for carryover into 2022.
- FY 2022 requests for change – Filling in for LuAnn, Nancy reviewed the Correspondence from June 9 – August 10. Two items on the list required action:
 - Lynne Lydick (#7376) requested a change of date for her performance of “Yours Forever, Abby” from June to October 21 at 7:00PM at the Leominster Public Library. **Rod moved, and Bob seconded the motion to allow the date change; motion carried.**
 - Paul Luria (#11223, from 2021) asked if he could re-schedule his program at the Leominster Public Library from December 2022 to a date (TBD) in early 2023. **Bob moved, and Rod seconded the motion to allow the date change; motion carried.**
- On June 9, LuAnn e-mailed the 2022 LCC grantees re. the Grantees Recognition at the September 24 Johnny Appleseed Festival. LuAnn also cc'd State Program Officer Lisa Simmons, State Senator John Cronin, and State Representative Natalie Higgins.
- On June 13, LuAnn e-mailed Bob Healy regarding Starburst 2022, as Nancy had mentioned at our June 7 meeting that Bob retired from chairing this event. Bob confirmed that Wendy Wiiks is now in charge of Starburst, and he delivered the grant check to her office at City Hall.
- On June 13, LuAnn e-mailed the grantees from January-June who had not yet returned their Grant Agreements and W9s and therefore had not yet received their monies.
- On June 21, Richelle Brown from Growing Places (#45113 from 2021, Leominster Marketplace) e-mailed the LCC to ask where their grant funds were, as she had no record of receiving them. LuAnn replied that despite a few reminders, Ayn Yeagle had not yet sent in the GA and W9. (These have since been received.)
- On June 29, LuAnn updated the 2023 Priorities in SmartSimple. They are now Pending Approval.

- On July 22, LuAnn e-mailed Hanako Brais, our new Program Officer for MCC. LuAnn sent a copy of the *Sentinel & Enterprise* article, along with information on the upcoming Johnny Appleseed Festival. Hanako replied that she would like to attend the Grantees' Recognition on Saturday September 24.
- On July 25, LuAnn e-mailed JA Festival Chair Rick Marchand with questions about the day's schedule and arrangements for a booth for the LCC. Rick responded that the Grantees' Recognition will likely take place in the 2:00-3:00pm range. Further, although there is no fee for space rental, the LCC will need to provide our own canopy and tables this year due to budget restraints.
- On July 25, LuAnn sent a reminder e-mail about the JA Festival to the 2022 grantees and other guests from the State offices.
- On July 25, Timothy Hartigan from MART sent a follow-up e-mail from the June 10 video meeting about a possible role that MART might have in supporting LCC programs. LuAnn responded and copied Vicki, noting that there might be ideas shared at the August 23 LCC meeting.
- On August 4, LuAnn e-mailed grantees with programs through June that have not submitted Final Reports.
- On August 7, photographer Clare Mallinson e-mailed the LCC, asking about property releases for selling photographs of Leominster buildings (e.g., City Hall). LuAnn referred Clare to Mayoral Assistant Kelly Woodland and copied Kelly in her response.
- On August 8, LuAnn e-mailed Mayoral Assistant Wendy Wiiks to ask if she wanted to borrow the LCC Banner for Starburst. Wendy responded positively, and LuAnn will drop off the banner at City Hall before she leaves for vacation.
- On August 10, representatives from The Discovery Museum e-mailed the LCC about an upcoming 40th Anniversary Celebration/Free Admission Day on Saturday September 10. LuAnn forwarded the e-mail to Rod for posting on the LCC Facebook page.
- On August 9, Rod completed his Conflict-of-Interest Training and was officially sworn in for his second term. LuAnn will print out a hard copy of the COI certificate and update the LCC records.
- As of August 10, we have received 3 definite "yes" responses to the Grantees Recognition at the September 24 JA Festival, which will take place at 2:00pm. LuAnn has been sending out regular reminders and will do so the first week in September.

Minutes – June 7, 2022 meeting

- Given that there were no additions or corrections to the Minutes, they were approved as submitted.

Treasurer's Report

- Balance as of June 7, 2022 \$14,775.42
 - FY-22-LCC-10063 Pumpnickel Puppets \$ 185.00
 - FY-22-LCC-2028 Something's Fishy! Program \$ 280.00
 - FY-22-LCC-6092 Students and Social Justice \$ 430.00
 - 45113 (from 2021) Leominster Marketplace \$1,485.00
 - FY22-LCC-14639 Boys-Girls Club Afterschool Music Outreach \$ 550.00
 - FY-22-LCC-9477 Mind-Body Sound Therapy \$ 500.00
 - LCC Reimbursement LuAnn, Office Supplies \$ 40.96
- Balance as of August 23, 2022 \$11,304.46

Public Relations

- Rod will update the LCC Carter Park Bulletin Board after Starburst is completed this weekend, August 27. The sign will be updated to inform the public of the FY 2023 Grant Season opening on September 1.
- Lori presented the finished promotional rack cards, which look very nice! Although the initial quote for the project was \$495.00, the final invoice came to \$350.00! Lori will distribute the rack cards to City Hall, the

Chamber of Commerce, the Library, the Route 2 Johnny Appleseed Visitors' Center, the Historical Society, and any other place that will display them. The cards will also be available at the Johnny Appleseed Festival. We will check into putting the rack card on the LCC Facebook page and website.

Old Business

- Updates on Conflict-of-Interest Training – Rod completed his COI training on August 9 and was sworn in for his second term. Elizabeth still needs to complete her COI training.

New Business

- Nancy finished the calligraphy on the 2022 Grant Award certificates and gave them to Vicki to sign. Vicki will then pass the certificates on to Mayor Mazarella for his signature before the Johnny Appleseed Festival.
- Johnny Appleseed Festival
 - Tables – There was a question as to whether tables will be provided for the LCC booth. Kaitlyn can supply them if needed.
 - We will need help at the table, as Nancy and Vicki have other tables to take care of. Rod will be out-of-town. Lori, Bob, and Kaitlyn can do set up and strikedown but are not available for the whole day. Lori can do some hours.
 - Raffles? Kaitlyn can donate a hand-made blanket to raffle, and Vicki can donate a framed photo. We have left-over blank Community Surveys. LuAnn has purchased booth decorations and children's art activities. LuAnn has also been collecting programs, etc. from 2022 grant projects for display.
- Webinar – Mass Cultural Council scheduled a Webinar for 6:00PM this evening. It will be posted online for viewing at a later date.

Our next meeting will be held on Monday September 19.

- Bob moved, and Rod seconded, to adjourn the meeting; motion carried. The meeting was adjourned at 7:36PM.

Respectfully submitted,

Nancy King for LuAnn Longenecker, Secretary