



Methuen Cultural Council 20

Ellen Baranowski - Secreta
Karen Broscoe - Member
John Broscoe - Member
Jennifer Loiselle - Chair
Catherine Zembruski - Mem

Meeting Minutes August 14, 2023 6:30 PM

Location: Nevins Library, Trustees' Room

In attendance: Ellen Baranowski, Karen Broscoe, John Broscoe, Jennifer Loiselle, Catherine Zembruski

1. **Roll Call** All members present.
 - Open board positions- Ellen was nominated for role of Secretary. Motion to Accept: Jennifer. Seconded: Karen. Vote: passed unanimously.
2. **Vote on Minutes** (July 31, 2023 Meeting)
 - Amendments suggested under "Financial Report" change/add "Each performer be paid \$1000 for five bands to total \$5000."
Under "Council Business" add "Bands have been booked and presented with statement of expectations". And, "...to be hung in local municipal buildings, businesses, and schools with Grant Information." And, "We will try to have a local artist create the flyers."
Under "Next Meeting": Change to *Monday, August 14th*
Motion to Accept as Amended: Ellen. Seconded: Karen. Vote: passed unanimously.
3. **Financial Report**
 - Jennifer prepared an Xcel spreadsheet for grants and monies. She was not able to produce it for this meeting, but will forward it via email. She updated the group on reimbursements and shared that she recently received a fund request from a project from 2020 (before she was on the board.) Due to lack of background information, she may turn that over to our state officer, Gulemi Espinal. Recipients from the recent grant season have been notified of the deadlines for reimbursement.
 - Regarding advertising costs for the event; the city paid for posters and other essentials. The MCC is responsible for \$645 payment to Methuen Life for marketing costs for the Music Series. The group agreed that it is reasonable for a full-page add that runs for one month. Karen pointed to the "free advertising" we got from the Eagle Tribune, as ours was the front-page story in the 08/14/23 edition. Motion to use our admin funds for the Methuen Life payment was made by Jennifer. Seconded by Karen. Vote: passed unanimously.
4. **Summer Night Music Series**
 - A review of the first night was discussed. Very positive comments from those who attended. Catherine thinks people are getting the message about the event from these print (and electronic) media sources, and it is drumming up excitement. The porta-potties were missed, the city is aware of that need. Steve at the Recreation Dept

says we can expect them for the next one. Jennifer will also ask him about more food truck vendors for the upcoming nights. John said that a lot of people ate dinner there. There is a food truck festival this weekend at Windham High School... that might be a place to engage more trucks for us, too.

5. Council Business

- Jennifer will get in touch with Methuen Community Studios for an interview about the upcoming events, and grant season. John will join her, and when the date/time is established, others are welcome to represent the MCC, as well.

6. Look Ahead

- Jen will contact the remaining bands to remind them that they need to complete a W-9 and she will do a warrant request for their reimbursements. She will ask them about using their equipment for announcements and for guests to speak to the audience. We may need to think about a MCC banner for our table, in the future. She shared some informational posters that she created, as well. Another upcoming goal is to secure a PO Box for the organization. After we vote in accordance with the August 31st deadline, Jennifer will reach out to two contacts we have for a bookkeeper for the MCC.
- Discussion about Direct Grant Funding: Jennifer and Ellen shared notes from our 08/10/23 meeting with Maggie Duprey. Also, Ellen shared letters from the Lawrence Cultural Council to describe how they handle direct funding. Discussion ensued particularly around the phrase “if you are unable to complete your project, you will be required to repay the grant funds” (from Funding Approval Letter) and “Return the grant funds, in full, if the project is not completed” (from the Grant Agreement Letter). It was decided that we would each take a closer look at the documents and make our own edits to share via email on/before August 26th in preparation for our next meeting. Also, Ellen will reach out to Guelmi for the MassCC’s actual wording around grant monies not used as approved.
- SHOUT OUTS and THANK YOUs: ☺
 - Patricia Mariano and the LawrenceCC for sharing their documents with us.
 - Jessica Dowd for creating our awesome Cultural Council t-shirts.
 - Karen and John Brosco for making our cool badges. Esco Awards also created a beautiful plaque for the band (and have the next ones ready for the next three dates). Their contributions went “beyond expectations”!
- NEXT MEETING: Monday, August 28, 2023, at 6:30 PM at Nevins Library.

Motion to adjourn made by Karen. Seconded by Jennifer. Vote: unanimous. Meeting adjourned at 7:45.