

Easthampton Cultural Council - Minutes for February 4th, 2020

Attendance: Tracie Butler-Kurth, Peter Nelson, Lauren Ostberg, Rachel Phillips, Sean Casey, Casey Douglass (guest)

1. Public Speak

Casey Douglass from Galaxy.

2. Review 2020 grants reception

Terrific reception at Galaxy with 55 in attendance.

Idea for next time: name tags for all, handout with description of funded projects and assigned liaisons. Designate a photographer for the event.

Rachel motioned that we pay Galaxy \$250 for the event. Peter seconded. All in favor.

3. Information regarding online lcc grant application/user error

Important to caution future applicants not to apply to Eastham Cultural Council. This has happened in previous cycles.

4. Financial report. Review 2019 grantee payments. Discuss 2020 direct grant timeline.

Two 2019 grantees—Claire Dacey, Tracy Eller—have not submitted their reimbursement forms. We will contact both again—by email and post.

We don't know when MCC will be disbursing the 2020 money.

With Marjorie's departure, we will need a new treasurer. There is a need to streamline the work of the treasurer.

5. Upcoming grant projects. Review grantee/liaison contact. (Have all 2020 grantees submitted forms?)

We need W9s and contracts from some 2020 grantees. Liaisons will reach out to grantees that have not submitted forms, and notify council when grantee reports that forms have been sent in.

Sean will check in with Sita Magnuson re: her 2019 grant that got an extension.

Councilmembers will reach out to their 2020s grantees.

Rachel will be discussing fundraising ideas with Mill Pond Live.

6. Website and other online materials where cultural council appears.

ECA site needs to clean up ECC-related links and correct references to ECC as an ECA program.

Grantees can send website materials to council.

Rachel spoke to city about ECC getting listed on city website.

7. **Review and vote on administrative code.**

Lauren motions to approve administrative code. Peter seconds. All in favor.

8. **New business.**

Lauren moves to approve November minutes. Tracie seconds. All in favor.

Peter suggests we look into speaking with a photographer to document events.

9. **Next Meeting:** March 17th.