

Mansfield Local Cultural Council

6 Park Row

Mansfield, MA 02048

January 15, 2020

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MANSFIELD
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TOPIC	DISCUSSION	ACTION
Call to order: 7:03 pm	Kaitlyn MacLeod	
Attendance	<p>Present:</p> <p>Katharine Wroth Marc Clamage, treasurer Annette Shaw, publicist Kaitlyn MacLeod, chair Sally Fehervari Jackie Curtis Eileen Cusack, downtown committee/co-chair Lisa Piscatelli Jean Mallon, secretary</p> <p>Absent:</p> <p>Mary Montione Christopher George Sharon Friedman Ronald Greene</p> <p>Guests:</p> <p>Vivian Webster Kevin McNatt, Historical Society Nicole Burch Gail Gilman</p>	
Meeting Chair	Sally moved to have Marc chair the meeting. Seconded.	Approved.

<p>Treasurer Report</p>	<p>Sally gave the treasurer report – we have \$1,210 in revenue from the Calendars, including sales in January. This will be “unrestricted” funds, which means that we can use the funds for cultural council business.</p> <p>Katharine said about \$100 more will be coming in. We owe the Mansfield Historical Society a lot for allowing us to sell calendars at the Copeland House and posting on their social media, Katharine suggested we could discuss at our next meeting about giving a donation. We donated about 15 calendars throughout town.</p> <p>There may be a problem with town funds expiring in June 30th with grantees not seeking reimbursements within a timely fashion.</p> <p>We need to emphasize to grantees that we need reimbursements requests quickly to ensure that we use the town money. If grantees do not request monies timely, we can grant an extension or use the monies for next years grants.</p> <p>Jackie moves to approve report, Eileen seconded. Unanimous.</p>	<p>Approved.</p>
<p>Minutes</p>	<p>Sally moves that we wait to review meeting minutes at the next meeting, Jackie seconded. Approved.</p>	<p>Approved.</p>

General Discussion

Lisa spoke about the transitional changes of the cultural council and it is okay that we are at this point with transitions of members on and off of the cultural council. Recruitment is essential in this council and making sure that we have a flow of people and positions. The grantee reception, family fun night, festival, cultural districts are not requirements. The Town and State have dual requirements:

- The state requires that we grant out projects, 3 positions (president, treasurer, secretary), and 5 members, public comment once yearly, set priorities of the council, advertise the grant period is open, vote on grants, send out denial letters, and once 15 day period has subsided send out acceptance letters, annual report, and give out reimbursements.
- The town is similar, we have to have a public meeting/post it in advance/record it through minutes, reconcile money through town. We need to have a formal ask for the town budget.

Lisa would like to be a resource to the council and especially the chair position in this time of transition.

Cultural council members can only be on the council for 6 years since the date of the letter of acceptance from the town.

Jackie spoke about the Cultural District move forward with becoming a separate entity to encourage more members in the community to join.

Sally proposed that we review the grant process from the last year and propose a grant process and how to improve this year with a timeline. Jean agrees and emphasizes that we should review priorities and calendaring. Sally, Marc, Jean, and Eileen will create a timeline and recommendations for the grant cycle for next year and will have an open meeting for doing so. Sally moves that we go forward with this proposal, Kaitlyn seconded. Unanimous.

The denial letters were not sent out until January 9th, which means the acceptance letters will be sent out 15 days afterwards.

Marc believes that we should develop some marketing materials. Katharine and Marc developed a pamphlet that we

Approved.

handed out previously. Marc suggested that we should produce marketing materials that is smaller/more memorable. Suggestions: of half page postcards, magnets, shorter more pointed materials. Should have various needs: to advertise for members, to advertise for grants, or learning about cultural events.

Katharine suggested that we develop a website that has information with information about grants, promotion, cultural events, etc.

Having a display board with bullet points about pertinent information.

Nicole suggested that we consider getting a display board at the library that has information on the council, what we do, and advertising. Jean said that the library likely has a lot of pictures of funded events.

Katherine suggested Marc head a marketing task force to consider these types of things.

Marc suggested as part of this about being more proactive about getting more grant applications in the future. Sally noted that Mina said that we should consider adding

Kevin at the Historical Society would like to present on the Mansfield Lost History Calendar. It will be on February 15 at the Public Library.

Marc will plan to have something for marketing at this event.

Sally attended the Master Plan meeting and spoke on the cultural district.

Katharine noted that the town is trying to safeguard the old fire station and our letter that we signed on to was noted in the local news.

Cultural District	Katharine and Gail presented at the Downtown Committee. They have spoken to Kevin Dumas, the Town Manager, who has reached out to the state to help get the ball rolling on the next steps. The state will be coming out to the downtown to tour the district, including Mina and Luis. They were encouraged to submit their initial application.	
Downtown Committee	<p>The committee spoke about sprucing up some of the green mailboxes downtown. Nancy Wall on Keep Mansfield Beautiful will be heading this up for getting some art projects downtown with some of the high schoolers. The Committee spoke about the pocket park downtown. They are looking for a clever name and some potential public art. Eileen stated that they are trying to get a train public structure for children at the pocket park and suggested we could potentially fund this partially.</p> <p>The Committee wants to put archways that borders the downtown district and would incidentally also border the cultural district.</p> <p>Lisa noted that because Mansfield is connected with GATRA the downtown is becoming more accessible to the community.</p>	
Town Report	The cultural council must submit the town report annually. Annette presented the draft for the town report, which was reviewed and amended.	
Next Meeting	Thursday, February 6, 2020 at 7:15 pm	
Adjournment 8:40 pm	Sally moved to adjourn the meeting. Jackie 2nd the motion. Unanimous vote.	

Respectfully Submitted,
Kaitlyn Mather
Chair / Secretary