The Groton Local Cultural Council (LCC) held its publicly announced meeting on Thursday, October 12, 2023,at the Groton Town Hall in the first floor meeting room. Present in person were members Co-Chair Judith Romatelli, Co-Chair Harris McWade, Nancy Muller, and Kathleen Phelps. Christine Brooks, Deb Busser, and Leslie Lathrop were absent due to conflicts.

Romatelli opened the meeting with a quorum at 7:20 p.m. The first agenda item was approval of minutes. Phelps recommended edits to the September minutes. Romatelli, in agreement, motioned for approval. Muller seconded the motion and the edits were approved by all present. Accordingly, Romatelli moved the minutes as amended be approved, seconded by Phelps, and the minutes were unanimously approved.

Phelps gave her Treasurer’s Report, stating there are five grantees who have yet to submit invoices for reimbursement and thus are encumbered in the total amount of $2,250. She stated that they have one year from the date of the letter each received in January 2023 awarding their grant. In other words, they have one year from the date they were notified of their grant award to submit for reimbursement of expenses. There also remain additional FY23 grantees whose funds are “in process” by the Town of Groton of being disbursed. Therefore, the Annual Report to the MA Cultural Council due October 17th shows $3,900 in encumbered funds, leaving the GCC $8,205 (after reflecting the 5% withheld for administrative/marketing expenditures by the GCC) to provide approved grants to FY24 applicants as new grantees. To date, we have 17 applicants and 10 pending in draft form. Phelps stated that funds unused/unclaimed from FY23 will go into a balance for disbursement in FY25. Muller motioned to approve the Report to the State, seconded by Romatelli, and it was unanimously approved by those present.

McWade said she would follow-up with the Fitchburg Art Museum, one of the five “outstanding” grantees, while Phelps agreed to follow-up with reminders to the remaining four to submit their invoices for FY23 reimbursement.

Romatelli proceeded to apprise those present of the willingness of Olive Coté, a senior at Groton-Dunstable High School, to serve as a member in a one-year term on the Committee. As fulfillment of such an open member seat was approved at an earlier meeting, Romatelli will follow-up with the Town Clerk on next steps to have her sworn in to active service on the GCC.

A brief discussion followed about future meeting space. Romatelli said she will follow-up on finding an evening meeting space in a public building such as the Groton Public Library that remains open and staffed until 9 p.m.

A discussion followed of ideas for an early spring event that would generate new publicity surrounding grantees, the work of the GCC, and the arts in general. A possible date of Sunday, March 24th (Palm Sunday) 2-4 p.m. in a public meeting space was considered, avoiding public school spring break and religious holidays. Muller offered to contact the Town of Groton to help determine a date with minimal conflicts. It was agreed that all grantees would be invited. Other invitees suggested included: the Select Board, state elected officials representing our district, and related others.

Following was a brief discussion of the process for reviewing grant applications, with a deadline of October 17th for submissions. It was agreed that all GCC would read all applications as a first-pass and meet Tuesday, October 24th at 7 p.m. to cull any for lack of completeness or relativity to the GCC’s stated goals and requirements. The following meeting on Tuesday, November 14th, would be used to finalize decisions, depending on the size of their requests relative to our available funds.

There being no further business, the meeting was adjourned at 8:20 p.m.

Respectfully submitted,

Nancy Muller, Secretary

October 13, 2024