The Groton Local Cultural Council (LCC) held its publicly announced meeting on Tuesday, January 13, 2024,via ZOOM due to weather forecasts. In attendance were Co-Chair Judith Romatelli, the non-voting GDHS student representative Olive Coté, and members Deb Busser, Leslie Lathrop, Nancy Muller, and Kathleen Phelps, forming a quorum. Absent were member Christine Brooks and Co-Chair Harris McWade.

**COI:** Romatelli opened the meeting at 7:02 p.m. and presided throughout. She asked if all had received the email reminder from the Town Clerk and re-affirmed their compliance with Conflict of Interest (COI) requirements. Lathrop needs to complete and forward her agreement. Romatelli is contacting the Town Clerk’s office for Coté to complete her COI training (if required of a non-voting student representative).

**Minutes:** Romatelli made the motion that minutes of the January meeting be approved as submitted, seconded by Muller. Minutes were unanimously approved.

**Reception for Grantees:** Romatelli reminded the group that in the most recent correction by the state to our fund balance to be distributed among FY24 grantees, the LCC lost $395 set aside at the September 2023 meeting for expenses to cover a reception for grantees. There was general agreement that such a gathering should be held, pending our ability to secure a site without charges. Muller shared that it is an expectation of the Massachusetts Cultural Council (MCC) that such a reception be held, based on her recent conversation with a MCC staff manager. She added that the MCC similarly encourages every local council to meet at the end of the fiscal year with its Select Board to give added visibility to the benefits of the local council to its community. Busser said such a reception had not been done before. Romatelli commented that it is not intended to be an “event” with performances but rather a simple gathering for public exposure. She added that Acton-Boxborough is an active, high visibility council. The potential for us to do more in Groton is there.

Discussion continued to select the best date/time, and Sunday, May 5, at 2:00 p.m. was selected. Lathrop volunteered to explore the Groton Public Library, the Historical Society, and Legion Hall as possible, free venues. She agreed to join Romatelli as a small task force to outline a list of invitees in addition to all 21 grantees and construct recommended plans for the gathering. Muller suggested that upon receiving RSVPs from the grantees, the LCC could then select several to speak briefly about themselves and their funded projected. Suggestions for invited guests included: Massachusetts elected representatives such as Margaret Scarsdale and John Cronin, the Groton Select Board, the local press, local not-for-profits, and local educators.

**Future Guest:** Romatelli shared a recent conversation with Sharon Garde, a longstanding member of the Acton-Boxborough Cultural Council. She will come to our next meeting on Tuesday, March 12th, to answer questions we have about the “metric” it uses to evaluate grant proposals, its process of project selection, how future members of its council are identified and recruited, how it achieves visibility and publicity for its grantees, etc. It was suggested that Garde join us at 7:30 p.m. for our meeting scheduled to begin at 7:00 p.m. and to be held at the Groton Public Library.

**Contact Information**: Romatelli commented that we have a lot of organizational work to undertake. Muller said that responsibilities and time commitments need to be shared equally by all members of the LCC. Busser pointed out the “page” we have on the MCC website, last updated February 2024 when grantees were notified about their awards from the LCC. Lathrop again volunteered to update the accompanying FACEBOOK page linked from the MCC website, last updated in July 2015. At that time (September 2023 meeting), Phelps offered to give Lathrop the means of logging in administratively to the LCC FACEBOOK.

<https://www.facebook.com/GrotonCulturalCouncil/>

Busser said that only the generic grotonculturalcouncil.org email address should be used in correspondence with grantees and those external to the LCC. Muller explained her use and interpretation of the template supplied by the MCC, including its requirement for a listing of all names of the LCC members in the awards letters.

Lathrop made the motion to adjourn the meeting, seconded by Muller. The meeting was adjourned at 8:05 p.m.

Nancy Muller, Secretary

February 14, 2024