The Groton Cultural Council (GCC) scheduled meeting via ZOOM was called to order by Co-Chair Judy Romatelli on Wednesday, September 11, 2024 at 7:03 p.m. Present were Leslie Lathrop, Judy Romatelli, Nancy Muller, and Olive Cote, as well as Haley Traverse, a junior at Groton-Dunstable High School. Absent were Harris McWade and Kathleen Phelps.

**Approval of Minutes:** Lathrop made the motion, seconded by Romatelli, that June 2024 minutes be approved. The approval vote was unanimous.

**New Members:** Upon former student representative Cote’s graduation from high school, Council members had approved asking her to assume a voting position as a full member on the Council. Cote has since completed her application to the Select Board and will be on its next meeting agenda for approval. Administrator Kara Cruikshank will notify us the length of Cote’s term. Muller made the motion that Haley Traverse be added to the Council as a non-voting, student representative. The motion was seconded by Romatelli and passed unanimously. Romatelli will check with Cruikshank on whether the Select Board needs to also approve the appointment of Traverse.

Following her previous communication to the Council to ask Cyndy Davidson to join the Council, Romatelli reported that Davidson has accepted and is completing the application form to be added to the agenda of the next Select Board meeting.

Lathrop reported that she has been duly sworn in for a renewed term extending to 2030.

Muller suggested that we invite guests as possible candidates to the Council. Lathrop urged us to add more diversity to our Council members, by gender, cultural/racial background, etc.

**New Grant Proposals for 2024-2025:**

As the online window was opened by the Massachusetts Cultural Council on September 1st for new grant proposals, discussion ensued about publicity to encourage more proposals. Muller offered to contact *The Groton Herald* to determine the best article to submit for its publication before the window closes October 16th. Romatelli offered to post on the Groton listserve. She also plans to contact Jane Bouvier to see if she will mention the Cultural Council grant opportunities on her tv show. Discussion continued about the use of social media, including the continuing need to update the Council’s Facebook page. Cote asked for the Password.

Members briefly discussed the decision to follow Acton-Boxborough Cultural Council’s procedural guidelines and process for evaluating grant proposals, based on the presentation of them earlier in the spring by one of its members. Cote agreed to edit its form to make it both relevant to Groton but also to improve the ease in tabulating “scoring” of various categories. Muller urged that we place two members, rather than one, to do a “deep dive” on a portion of assigned proposals to review. Romatelli pointed out the importance of assessing the ratio of funds per participant/attendee of a project, including looking back at actual rather than projected numbers of individuals. Lathrop stressed the importance of ascertaining the local community benefit of grant proposals before approving them.

**Future Meeting Dates:**

It was confirmed by all present that future, standing meeting dates will be the third Tuesday of every month through the end of the current fiscal year, beginning at 7:00 p.m., held at the Groton Public Library. Romatelli will reserve a meeting room.

Lathrop suggested that we consider meeting again before our next regular meeting date of October 15th. It was generally agreed this is a good idea given the pending onset of the grant review process. Romatelli assumed responsibility for scheduling such an interim meeting, upon further consideration of agenda items.

**Other Business:**

Muller reported briefly her recent inquiry to the Town Manager and Select Board Administrator regarding organization of the Council, officer elections, terms, etc. Cruikshank had reported back that we are advised to have one chairperson and one vice-chairperson, among other officers, given our small size and the division of responsibilities. Annual officer elections can happen at any time during the year. We were reminded that only the Select Board appoints/approves new members of the Council, and they are not voting members until so approved and sworn in by the Town Clerk.

Muller said that she has expressed before in meetings the desire to rotate officer responsibilities – as well as her desire to step down from duties of Secretary.

The group was reminded that the Massachusetts Cultural Council has job descriptions posted on its website for such officer roles. With more members on the Council, this may ease the load on each member.

**Adjournment:**

With no further business, Lathrop moved the meeting be adjourned, seconded by Romatelli. The meeting was closed at 7:40 p.m.