

Rochester Cultural Council Meeting
Thursday, September 15, 2022
MINUTES

*Note: Items in **bold** indicate an action item*

1. Call to order at 6:09 pm
 - a. Attendance: in person: Erika Rys, Randall Elgin, Kate Duggan; via Zoom: Kim Amato (had to leave early)
2. Previous meeting minutes (8/31/2022) review and vote to approve
 - a. Tabled as we had not had a chance to review the minutes
3. Old Business
 - a. Rochester Country Fair participation
 - i. Advertising/Booth plans
 1. Booth preview/walkthrough
 - a. **Randall will pack up and bring the signs/pamphlets/10x10 tent/table**
 - b. **Kate will bring folding chairs**
 2. Pamphlets, signs, stickers, shirts
 - a. Pamphlets: we have 15, **Kate will print 35 more for the Fair booth**
 - b. Signs were created by Erika and are all set
 - c. Shirts were distributed to RCC members
 - d. Stickers are due in the mail 9/22; paid for using advertising and programmatic funds leaving about \$24 in advertising funding and \$10 in project funding
 - e. **Kate will post to RCC Facebook page that RCC will be at the Fair**
 3. Hanako Brais, our new contact at MCC, will visit us at the Fair in the late morning and stay for lunch. Randall is her contact and we will plan to gift her a RCC t-shirt
 4. Shifts for staffing the booth
 - a. Agreed upon selecting overlapping shifts for booth coverage at the Fair on 10/1 from 8-10
 - b. 7:30am (set up) - 6pm: Randall

- c. 11am-8pm (breakdown after sunset): Kate
- d. 1pm-8pm: Erika
- e. Kim & Jordan: TBD

ii. 2023 Grant Cycle

- 1. Ongoing publicity/outreach: no applications started in SmartSimple system yet. Individual RCC members will continue outreach.
 - a. **Kate will send a note to Ann Soares** (who had asked for funding off-cycle this year)
 - b. RCC will consider setting aside 2023 funds for the Rochester Country Fair

4. New Business

- a. SmartSimple refresher
 - i. Tabled due to lack of computer access, time, and the fact that not everyone needs to know how to do everything in the system

5. Upcoming Business

- a. Updating new member Roadmap and all administrative documents
 - i. To be discussed at next (non-application reviewing) meeting
- b. 2023 meeting calendar
 - i. To be discussed at next (non-application reviewing) meeting
- c. Status of 2022 awardee projects
 - i. We want to promote the upcoming Sippican Chorale events; **Kate to post to Facebook**
 - ii. We want to determine whether the Money Wise fair has occurred already; **Kate will email the grantee**

6. Miscellaneous and open comments

- a. Financial report: Randall has completed part 1 with the town accountant; will **work on completing part 2 (due 10/17) after the Fair**
- b. Erika submitted her COI & Ethics paperwork to Chair (Kate) for **submission to the Town**

7. Adjourn at 6:49 pm

- a. Next meeting date TBD - to be held after application due date