

**Rochester Cultural Council Meeting**

**Monday, September 25, 2023**

**6:00 PM**

**Joseph H. Plumb Memorial Library**

**17 Constitution Way, Rochester, MA 02770**

**Hybrid meeting: Zoom access at**

<https://us04web.zoom.us/j/75011674314?pwd=2iibhLRbNAdVRDP42TtJfJV3OB92F6.1>

**Meeting ID: 750 1167 4314**

**Passcode: RCC**

**RECEIVED**

SEP 20 2023

8:43 AM  
EQA

ROCHESTER TOWN CLERK

**AGENDA**

1. Call to order/attendance
2. Previous meeting minutes (7/31/23) review and vote to approve
3. Old Business
  - a. 2023 Grant Cycle
    - i. Programs are happening and final reports are coming in
  - b. RCC record keeping
    - i. Kate followed up with new Town Clerk on 7/7/23; Kim and Kate deposited RCC files in the Town Hall to comply with state record keeping laws
  - c. Outreach event: Old Colony Fall Festival: October 14, 2023
    - i. Kate spoke with event organizers and RCC will have its booth up
      1. Need to bring tent, table, chairs, pamphlets, copies of the one page recruitment flyer
    - ii. Do we want to host an activity/craft: ideas?
      1. Vote to spend some of our administrative budget on activity/craft materials
  - d. Onboarding new members
    - i. Any questions on what needs to be done or how a process works?
4. New Business
  - a. Rochester Master Planning Process - overview by Nancy Durfee, Rochester Town Planner
    - i. Ideas we have for the new Master Plan, personally and as pertains to the work of the RCC
    - ii. Ideas for assisting Nancy with getting the word out about the survey

b. Prepare for 2024 Grant Cycle

i. Timeline

1. October 17: LCC application deadline

ii. Publicity plans

1. Notices in the Wanderer and Sippican Week

a. Done 8/28/23

2. Post to Facebook page and share out

a. Ongoing, 1-2 posts per week planned

3. Targeted emails to potential applicants

4. Individual outreach

5. Other ideas?

iii. Financial report - due 10/17

1. Status update from Erika

2. Discuss and vote on whether and how much of our RCC budget we want to set aside for RCC use (administrative funds and programmatic funds)

a. Per website: "LCCs may spend up to five percent of their state allocation each funding cycle for administrative expenses."

b. Per website: "An LCC may spend up to 20% of its state allocation each funding cycle to support their Council Program." "A Council Program is a project conceived of, planned, and implemented by the LCC that is related to the arts, humanities, and sciences that serves public benefit in the respective LCC's community."

5. Future Business

6. Miscellaneous and open comments

7. Adjourn

a. Next meeting date TBD