

Rochester Cultural Council Meeting

Monday, January 30, 2023

5:00 PM

Joseph H. Plumb Memorial Library, 17 Constitution Way, Rochester, MA 02770

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JAN 18 2023 11:24 AM

ROCHESTER TOWN CLERK

Hybrid meeting: downstairs meeting room of the library; Zoom access at

<https://us02web.zoom.us/j/83949372397?pwd=TVFZS3QzaXNzS1IKQ2RxZEV2Zm5lZz09>

AGENDA

1. Call to order/attendance
2. Previous meeting minutes (12/5/22) review and vote to approve
3. Old Business
 - a. Status of 2022 awardee projects
 - i. 2 outstanding Final Reports: Rochester Land Trust & Buzzards Bay Coalition
 - b. 2023 Grant Cycle
 - i. Press release announcing FY23 grantees (Kim)
 - ii. Financial Update (Randall)
 1. grantee paperwork received/outstanding
 2. Status of fund transfer from the state
 3. Status of issuing checks to grantees
 - c. Updating new member Roadmap and all administrative documents (Kate)
 - i. Annual Report
 - ii. Annual Timeline
 - iii. Reports we produce:
 1. LCCs submit Grant Decision Report to Mass Cultural Council in SmartSimple by **~January 17**
 2. RCC submits annual report to Town of Rochester by **February ~15**
 3. LCCs update the content in their council profile — contact information, local guidelines, council priorities, etc. — in SmartSimple by **August 31**
 4. LCCs complete the Financial Report (LCC Account Form & Calculating amount available for granting) in SmartSimple by **~October 17**
4. New Business
 - a. 2023 grant modification request re: grant #FY23- 37825 Complimentary Senior Tickets awarded to Tri-County Music Association, Inc.
 - b. 2022 report for the Town

- c. Update on RCC member ethics/COI paperwork
 - d. 2023 meeting calendar: establish April August, & November 2023 meetings
 - e. RCC record keeping
 - i. Older files have been located in the library
 - ii. Need to work with the town to determine a place to keep public records and a way of archiving older materials
5. Miscellaneous and open comments
6. Adjourn
- a. Next meeting date TBD