

Approved Sept. 7, 2022

Barbara J. Purchia



Bedford Cultural Council (BCC) Meeting Minutes

Prepared by: Susan Schwartz

Date: Wednesday, August 3, 2022

Start: The meeting was called to order at 6:30pm by Barbara Purchia, Chair

Present

Barbara Purchia, Chair
George Epple, Treasurer
Susan Schwartz, Clerk
Bobbie Ennis
Christine Wojnar
Erin Sandler-Rathe
Emily Mitchell, Select Board Liaison

Absent

Rebecca Hazelton, Co-Chair
Angel Pettitt
Breena Daniell

Guests

None

Call to Order

- Chair Purchia called the meeting to order at 6:30pm
- Chair Purchia explained the meeting was being held in compliance with the Governor's order and was being held via Zoom
- Zoom recorded the meeting

Review and accept/reject minutes of meeting of June 22, 2022

- Erin moved to accept the minutes as amended; Chris seconded
- The Minutes were accepted by a roll call vote
5 – Ayes; 5:0 (Susan was not present at the meeting and did not vote)
- **Barb** to sign accepted minutes and submit the signed minutes to the Town Clerk

Treasurer's Report

- \$4600 from Bedford spent
- \$5849 remains in account from MCC
- \$578 Unencumbered as some applicants didn't use total amount granted
- In September George to reach out on completed Projects to ensure reimbursement requests are submitted
 - Barb has a spreadsheet of outstanding events, some of which have target dates

- and some of which don't as a specific date would not be applicable
- George mentioned that the Rag Time concert has expanded beyond Bedford to other venues, which has taken time away from their next project. BCC will be credited for those other venues though
- **Barb** to see about getting dates for the Improv Show and Bon Appetit, Julia!
- All Encumbered funds are not submitted for reimbursement yet
 - \$6475 Encumbered from FY22 Projects and \$1000 from Extended Projects
- Tony Fields is working a cultural events calendar targeted to be available in the Fall, potentially for Bedford Day (September 17)
- **Susan** to send details on the August 14 Job Lane Family Field Day event to Erin so the BCC can promote it
- **Emily** continues to work to increase the Town's funding from \$4600. to \$6000.
- The funding amount from the State should come out on September 1

FY23 Grant Cycle

- Key Dates from MCC
 - August 31, 2022: Deadline to update Local Guidelines and Priorities
 - September 1, 2022: LCC online application opens
 - October 17, 2022: LCC Application Deadline
 - October 17, 2022: Deadline to complete first and second section of the Financial Report
 - January 17, 2023: Deadline to complete the Annual Report
- Outreach
 - Each **BCC Member** to do outreach (after the online application opens, probably mid-September) to named individuals/organizations. We assigned names to contact former applicants on the outreach spreadsheet on the google drive, https://docs.google.com/spreadsheets/d/1wE_iIG7TVwibPIBJrqmJzUdmPbII_zeb/edit#gid=1502097822
 - Some applicants are missing BCC contacts and if you can do the outreach, please add your name or change the name that is there if you would like to do the outreach. **Barb** will add names from FY22 that aren't on the spreadsheet
 - **Erin** to do Grant Cycle PR a number of times during the cycle, including potentially a teaser in mid/August
 - MCC announced COVID assistance grants which should be included in our outreach messaging and PR. **Erin/Barb** to post details on the COVID related grants to Facebook
 - **Erin/Barb** to share an updated outreach email that each BCC Member can use as the basis for their personal outreach to aligned individuals/organizations
 - Barb mentioned that we could offer a Grant Writing Session or Q&A Session with new or existing applicants. Since we do not have a lot of new applicants, please include an offer to help 1:1 if needed in each BCC Member's outreach

- Recent New Applicants were: some members of the school community, Job Lane House, Fitchburg Art Museum and the application for the Indigenous People's event
- Potential Targets for Applications
 - Would like to see more first-time applicants
 - Would like to see more youth applicants
 - Potentially include promotion of the grant cycle to the Superintendent for his report, to the Principals for their reports, BEST, and the Bedford Rotary
 - **Chris** to reach out to the 4 musicians who performed at the launch of the Cultural District
 - It was discussed that bikeway, street, and sidewalk art help with safety
 - **Barb/Chris** are part of the Cultural District Artwalk Committee for the Narrow Gauge Rail trail
 - **Emily** to look into who has jurisdiction to see about art along the existing Bedford Minuteman Rail trail
 - Continue with the Utility Box project; maybe see if Bedford could do a painted door project like was done in Lexington and Concord as part of the Cultural District partnership or as a BCC grant
 - Chris mentioned that First Parish is looking to build a labyrinth and was wondering if they could submit a grant. The response was yes, they could submit for a grant, but they would need to seek all approvals that may be needed

Bedford Day – September 17, 2022

- The BCC will not have its own booth; will participate in the Cultural District Booth to distribute information and help answer questions
- Looking to have QR codes that direct people to the BCC Web page, to the Grant Application and to the Artist Registry
- Booths that are grant recipients will get an “I received a grant from the BCC” emblem (if they don't have one already)
- **Barb** to follow up with Jeff King on having the BCC help with staffing for the Cultural District Booth
 - Staffing would be from 10am-2pm and would be to answer questions about the BCC and the grant process
 - Barb and Chris indicated that they could staff an hour each, Erin mentioned she might be able to as well, while Susan indicated that she couldn't as she had a conflict with another booth. Need more people to help staff the booth

Elections

- **BCC Vacancies**

- The BCC Board is 11 members, although we currently have 9 members and 2 vacancies
- BCC Members were asked to think about who might be a good candidate to join the BCC and either reach out to them, or give their names to Barb
- It was discussed that having a Volunteer Coordinating Committee (VCC) Spotlight might help drive candidates to the BCC. **Barb** to contact Angel
- Barb has drafted an email to potential BCC candidates. She will send to Erin to streamline and can share it with others to pass along if needed
- **BCC Slate of officers proposed included**
 - Chair – Barb
 - Co-Chair – Rebecca
 - Treasurer – George
 - Secretary/Clerk – Susan
- Hearing no additions or changes, Erin moved to accept the slate and Chris seconded the motion
6 – Ayes; 6:0

Set up next meeting

- Next meeting to be held on September 7, 2022 at 7pm
- Agenda items for next meeting potentially include:
 - Grant Cycle Outreach
 - Bedford Day
 - BCC Social

Adjourn

- Susan moved to adjourn the meeting; Bobbie seconded
6 – Ayes; 6:0
- The meeting was adjourned at 7:30pm