

February 20, 2020  
Minutes for Meeting of Cultural Council

Attendees:

Michael Fater  
Ellen Gould  
Shannon Elliott  
Tina Jankauskas  
Marlys Jarstfer

7:07 PM Meeting called to order

- Approved minutes from last meeting (December 2019), for posting on town website.
- Grant book created by Ellen Gould, containing paper records of all requests from 2020 process and any pending from previous years' process. Will be used to track any received paperwork as well as vouchers sent out.
- Reviewed 2018 pending issue: Check issued to Scott Jamison returned as not deliverable from Post Office Box address. A phone call was made to number provided; voice mail message indicated Jamison was out of the country. Research also indicated Jamison had been issued two codes on the town vendor/payee list; the oldest code had been selected for issuance of check in question. Jamison returned phone call and confirmed that his current mailing address, which matched the address listed for the 2<sup>nd</sup> code. Corrections to records made; check sent to new address, resolving the issue.
- Update to process: If an applicant does not have a code on the town list, the code section is left blank. If the applicant appears to have two or more codes on the list, also leave the code section blank.
- Three responses to 2020 grant approvals received with all necessary documents. Vouchers completed for issuance of payments to:
  - Ellis O'Donnell
  - Roger Tincknell
  - Encore Music Academy/Mendon Upton Music Boosters.
- Discussion of information refresh to online information for Cultural Council:
  - Possible creation of logo, such as used by cultural councils in other towns
  - Creation of template for periodic survey of Mendon residents
  - Survey content discussion – at future meeting.
- Discussion of potential future Mendon Cultural Council event, aimed at increasing visibility, awareness, fundraising. Council members to follow-up with Historic Society (scarecrow contest?), food truck requirements, wholesale plant sources.
- 2020 Grant Approval press release sent to:
  - Mendon Upton Town Crier
  - Milford Town Crier
  - Milford Daily News
  - Blackstone Valley Xpress
  - Cable 8 (Bellingham-Mendon).
- Next meeting scheduled for March 19, 2020.
- Meeting adjourned at 8:50 PM.

