

**MELROSE**
CULTURAL COUNCIL**Melrose Cultural Council: September Meeting Minutes****Thursday, September 12 at 7pm - The Worklery****Attendees:** Elizabeth Lohnes, Elizabeth Bouchard, Lily Kaufman, Oren Santillo, Sarah Bolha, Jenne Rayburn, Clio Moock**Start at 7:05pm**

- **Public comment - None**
- **July + August Meeting Minutes – Vote: Approved**
- **Treasurer Update**
 - October 16th financial report is due to the Mass Cultural Council
 - MSO request has been submitted (in June)
 - Outstanding is Bob Eggers still, Lily gave him a deadline and has heard nothing; Newsies has finally submitted paperwork and Lily will submit
- **Update on Messina Fund Announcement**
 - Notice went out through the Mayor's office on Tuesday 9/3
 - Jim sent individual employees to 7 organizations on Monday that have historically received funding from both MCC and MMFA - so far, good responses.
 - Already answered some clarifying questions from FYACS
 - Page about Messina on our site has been created and linked on our About page:
<https://melroseculture.org/messina>.
- **FY25 Grant Process – Update**
 - Application window opened on September 1, and remains open until October 16
 - As of today we have 2 submitted applications and 4-5 drafts
 - Elizabeth B had someone reach out to her asking if they qualify - recommend they review the MCC guidelines and email us if they have further questions.
- **Community Survey – Update (End Date, Findings)**
 - We have received a total of 108 responses which is half of last year (213).
 - Plan to close **October 1** - Any other outlets we can promote to quickly?
 - Instagram Story - direct to Google form link (complete 9/13)
 - Direct email to previous grantees to share with population (complete 9/13)
 - **Next steps is to have Nick summarize the results, update the website, and see if it tells us anything specific about what we should focus our funding on for FY25.**
- **Victorian Fair – Debrief**
 - Distributed at least 100 chalk, candy and many postcards
 - Great collaboration opportunity with Creative Alliance Thank you to all that helped!
 - Agreed it was a great outreach opportunity, had some people try to buy with cash - something to consider for future fundraisers/raffles.
- **Fundraising Raffle – Update**
 - Just over 1 week to go; when Jim is back, need to finalize process for drawing winners
 - Discussed having 3 people in a room: 1 drawing a number, 1 to verify and 1 to mark; Could we record/stream it?
 - **Elizabeth to look into what Zeffy can do to help support the process**

- Numbers update:
 - \$2850 raised so far; we will need to give 5% back from the state
 - 69 unique purchasers, 99 tickets sold so far
- Promotion:
 - Mailchimp: 8/26 newsletter to Chamber members, 9/10 newsletter to Mailchimp subscribers, plus 9/13 follow up to Chamber members
 - Did anything go to the Schools to promote? - Sarah sent PDF postcard to contact in schools on 9/13 to ask to send next week.
 - Canvassing: next Friday with Jim - anyone available?
 - Farmers Market: next Thursday with Jim - anyone available?
 - Creative Alliance did it today, had great conversations and activities, definitely bring chalk and swag!
 - Lily and Jenne may be available and will follow up.
 - Continue to promote to friends, family, community outlets
- How will we spend the raffle funds vs. Messina/MCC funds?
- Discussed if we do this every year or every other year and split the funds? More follow-up discussion to be had.
- **Next Meeting:** Thursday, October 10 (no Clio or Jenne)
 - Agenda to focus on the survey results, financial report, status of grants, review process
- **Grant workshop:** normally hosted by Creative Alliance, unable to host this year; always a good opportunity to meet people and discuss projects - could it be hosted by someone other than us with us present? Collaboration with Banks?
 - Offer drop in sessions?
 - Promote at Summit?

Adjournment at 7:50pm