



Lowell Cultural Council  
Meeting Minutes  
January 24, 2023

**Attending:** Britton Boughner; Joseph Pyne; Erin Duffey (Administrator); Rona Gofstein; Beth Noel; Kshitij Karke (KK); Bianca Mauro; Olu Ibrahim; Timmy Al-Munafik; Meghan Stebbins  
The meeting was called to order at 6:45 PM.

1. LCC Scoring sheet discussion:
  - Top 5 scorers: Granted 100%
  - Next 6: 85%
  - \$14 was added to the grant amounts approved
  - Grants that were asking for \$500 - \$600 on our scoring sheet were given the full amount
2. Denial letters for grants did not get legitimately challenged
3. Discussion: Is our current grading system still in line with our priorities?
  - Something to keep in mind for future meetings
4. Discussion: Cap for grants
  - People would apply for the highest cap amounts
  - Leaving it open hopefully helps projects be honest about how much to apply
  - Is capping different levels something that we can do?
    - i. Processing/invoicing it this way would make it difficult
5. Discussion: Grants that didn't use funds:
  - Low rollover number, but a high number of people who didn't submit reimbursements for their grants (\$23,000)
  - Would they be out of the next cycle? How do we track these?
6. Discussion: Moving up the dates for the 2024 cycle
  - Something to keep in mind for future meetings
7. Grantee Reception: April 27 (Thursday), Whistler House, 6:30 - 8 PM
  - Rona will make something with canva for the reception
  - Food will be expensed (admin)
  - Timmy will help out with the performance. Ray Li for \$250/2 hrs
8. LCC tent has no canopy, Erin will get a quote for the canopy
9. Grantee reception letter:
  - Reimbursement submission recommendation with the final required deadline
10. Grantees will be split between LCC members as the main point of contact (~4 grants/member), LCC Members will help out and try to answer mentee's questions
11. New logo & Marketing:
  - Admin fund will cover the expenses (Council Initiative)

Meeting adjourned at 7:40 PM.

END