

**Rochester Cultural Council Meeting
Monday, December 5, 2022 @ 6:00 PM**

Rochester Town Hall, downstairs meeting room, 1 Constitution Way, Rochester, MA 02770

Hybrid meeting: Zoom access at

<https://us02web.zoom.us/j/85400435575?pwd=QWdEUi9iTUpRNlVmVEp6Wmh2aTdUZz09>

- Meeting opened @ 6:07 pm @ Rochester Town Hall
- Members present: Kim Amato, Kate Duggan, Randall Elgin, and Jordan Latham via Zoom.
- Previous meeting minutes 11/17/2022 approved

- Mail reviewed: 2022 final reports submitted
 - a. Historical society
 - b. Tri county symphonic
 - c. Mayflower /Fred Thorton
 - d. Mattapoissett Land Trust
 - e. 2 outstanding: Rochester Land Trust & Buzzards Bay Coalition

- Status of 2023 grantee cycle update: KATE
 - a. Denial letters went out through smart simple program 11/13 allowing for two- week wait period
 - b. Kate submitted MCC annual report / summary - MCC acknowledge receipt via email
 - c. Acceptance letters were sent via SmartSimple and via email attachments on 12/1/22

- Press release to go out late January after Treasurer, Randall finishes check request

- Treasurer, Randall recapped next steps for fund allocation process through the town applications require 2 signatures by mid-January

- Updating Documents and Roadmaps
 - a. Kate updated Drive
 - b. Chair & Treasure Kate & Randall to collaborate to update financial contacts
 - c. Vote to update roles & responsibilities approved

- 2023 Meeting Calendar
 - a. Annual timeline updated
 - b. Streamlining process to realign meetings with purpose and functionality
 - c. 4-6 meetings per year; Chair Kate will circulate updated timeline for review

- Next Meeting Monday 1/23/2023 @ 6:00
 - a. Agenda: Recruiting
 - b. Joint sign applications
 - c. Town Report content

Meeting adjourned @ 7:00