

MINUTES
Otis Cultural Council
August 20, 2025

This meeting was conducted in person.

- I. **Call to Order:** 6:02 p.m. Present: Jeanne Randorf, Carole Burke, Arlene Tolopko, Deb Fogel, Susan Hicks, Tricia Smith, Shanon Albee
- II. **Approval of the minutes of June 18, 2025:** Deb Fogel motioned to approve the minutes, and Susan Hicks seconded the motion. The minutes were approved.
- III. **Chair Report (Jeanne):**
 - A. Webpage and Otis Observer: Jeanne updated the Otis Cultural Council webpage, informing grant applicants of the upcoming grant cycle. She sent a copy to the Otis Observer.
 - B. Membership amended online: Jeanne amended membership status on the town and state web pages.
 - C. Social Media Postings: Discussed putting events on the Otis Facebook page and Instagram.
 - D. Concert Series Deferred: The council will review the grant applications and discuss them during the grant cycle.
 - E. New email: Jeanne set up a new email: culturalco.otis@gmail.com
- IV. **Financial Report: (Shanon)**
 - A. Shanon reported that all checks (recycling checks) need to be made out to the Town of Otis. Shanon will address this with the town treasurer, clarifying with her how she distinguishes between a cultural council check and a town of Otis check.
 - B. Shanon has already spent \$2,400 out of the town account. The Otis Cultural Council receives \$6,000 from the town and \$5,700 from the state.
- V. **Otis Observer Request:**
 - A. Otis Observer Request: Stephanie Skinner approached Jeanne for funding for the Otis Observer. Cultural Councils from other towns, including Sandisfield, give money to their town newspapers each year.
 - B. The grant request is to hire skilled labor for the newspaper's digital presence. She is asking for \$1,500.
 - C. Tricia, Susan, Carole and Jeanne voted to grant the request. Arlene and Deb abstained as they work on the Otis Observer.
- VI. **CY 2026 Grant Cycle**
 - A. Calendar: September 2-October 16
 - B. Jeanne will provide a tutorial on the grant applications on September 9.
 - C. Annual Report: Shanon files the annual financial report
 - D. Voting Meeting: November 12, 6:00 p.m.
 - E. Rejection Letters: Jeanne and Carole send rejection letters.
 - F. Approval Letters: Two weeks after rejection letters are sent, the approval letters will be sent.

VII. Recycling (Deb):

A. Deb reports that the recycling program is going well.

VIII. The meeting was adjourned at 7:25 p.m.

Minutes submitted by Carole Burke