MINUTES
Otis Cultural Council
August 19, 2026

This meeting was conducted in person.

I. **Call to Order:** 6:10 p.m. Present: Jeanne Randorf, Carole Burke, Shanon Albee, Susan Hicks, Margie Klein, Arlene Tolopko

II. **Approval of the minutes of July 15, 2026:** Susan Hicks approved the minutes, and Shanon Albee seconded the motion. The minutes were approved.

III. Chair Report (Jeanne):

A. The new grant season runs from September 1-October 15.
B. Jeanne wrote an article about the grants for the August and September issues of the Otis Observer.
C. Jeanne has updated our town web page.
D. November 4 and 18 have been reserved for grant voting meetings.
E. There is a webinar on September 10 on how to apply for grants. Applicant information can be found on the Mass Cultural Council web page.
F. On September 15 there is a webinar on financial reporting to the state that Jeanne and Shanon may attend.

IV. Financial Report (Shanon):

A. Accounting for Community Day Expenses: Shanon has been working on the financial report for this event.
B. Lee Bank Check: $500 is still to be collected.

V. Feedback about 250th Celebration on August 8.

A. The event was well attended and was a great celebration.

VI. Beautify Otis Program (Carole)

A. Discussed getting someone for ideas on flower barrels plantings.

VII. Deposit Recycling Program (Volunteers)

A. Margie would like to volunteer, and will contact Deb Fogel. Susan and Jeanne may possibly volunteer.

VIII. **Other Business**

A. There was a discussion about a holiday party.

IX. Next Meeting Dates:

9/16: No Meeting. Farewell to Arlene Dinner at Jeanne's
11/04: Voting meeting
11/18: If needed, to finish voting on the grants.

X. The meeting was adjourned at 7:13 p.m.

Minutes submitted by Carole Burke