

Lowell Cultural Council

Meeting Minutes

June 23, 2026

Attending: Timmy Al-Muntafik; Brendan Conroy; Erin Duffey (Administrator); Rona Gofstein; Kshitij Karke (KK); Beth Noel; Bethanne Welch; Meghan Rourke; Jack Traphagan

Absent:

The meeting was called to order at 6:32 PM.

1. Social media presence and management for the LCC, and discussion of using a scheduler like Hootsuite
 - a. The council wants a more regular social media presence going forward; options discussed include a scheduler like Hootsuite and bringing on a social media intern.
 - b. UMass Lowell has been developing a program focused on civic involvement (Su Kim, Dean of Health Sciences); members appear on board with pursuing this avenue.
 - c. The council could provide a stipend from admin funds. The intern would need to work a full semester, and university funds may be available and could be negotiated into the arrangement.
 - d. Action: Beth Noel to reach out to gauge student interest and learn how the process would work, and to email out a job description.
2. Review and discussion of received applications for council members and recruitment efforts
 - a. Beth Noel invited interested applicants to attend a meeting, but none attended in person.
 - b. Action: Beth Noel to send information for the next meeting recommending that candidates either Zoom in or attend in person.
 - c. Recruitment card (follow-up from May): the council has files and language from old cards. Brendan drafted a version (<https://docs.google.com/document/d/1NmoMLww1Vj8qA3BOz1Kw33hLzxS1MPYr1ikxN2blbb4/edit>); members have 24 hours to comment. A print shop can be used for printing, and the cards would be useful for the upcoming Lowell Folk Festival.
3. Discussion and planning of Council Initiated Program for 2026 — the Lowell Artisan Market
 - a. The Hive is fully on board and has asked the council to send a proposed date (late September or early October).
 - b. Action: update the dates on the prior graphic for the market.
4. Planning for the grantee reception
 - a. Same space as last year.
 - b. Action: Beth Noel to initiate an email with Erin and Jenna to work out the finances for the reception dinner.
5. Extension request from the Office of Cultural Affairs and Special Events for the Cambodiatown Public Art panels
 - a. Staffing changes and park-opening delays caused the request.

- b. The council wants to ensure this does not carry into the next fiscal year; the requested date is August 15 to ensure the installation is completed and paperwork submitted by then.
 - c. Motion: Bethanne Welch moved to accept the proposal; Brendan Conroy seconded. No one opposed; the motion carried.
- 6. Reimbursement requests (three requests reviewed)
 - a. One request is for PR Fest: a deposit was paid for an August event and is being requested now because the deposit has already been made. The council has done this previously for items such as marketing costs, and the committee agreed it is reimbursing funds already paid out.
 - b. Motion: Rona Gofstein moved to agree to sign; Bethanne Welch seconded. All in favor except Jack Traphagan, who abstained. The motion carried.
- 7. Grant fund use clarification (ticketing)
 - a. A granted project may be charging for tickets, whereas its application stated tickets would be free. Erin is gathering information.
 - b. The council has asked for justification on how grant funds would be used given a changed situation (e.g., a sponsor dropping out or a producer falling through).
 - c. Action: Erin may reach out to Diego for more information and clarity on whether they are charging and how they would use the funds given the change.
- 8. Recognition
 - a. This was Rona Gofstein's last meeting. The council thanked and congratulated Rona for her service.

Meeting adjourned at 7:30 PM.

END