

Lowell Cultural Council

Meeting Minutes

July 28, 2026

Attending: Brendan Conroy; Erin Duffey (Administrator); Kshitij Karke (KK); Beth Noel; Bethanne Welch; Jack Traphagan; Meghan Rourke

Absent:

The meeting was called to order at 6:30 PM.

1. Social media presence and management for the LCC, and discussion of using a scheduler like Hootsuite
 - a. Following up on June's discussion of reaching out to UMass Lowell regarding an internship program: Beth Noel will reach out to both UMass Lowell (UML) and Middlesex Community College (MCC) to continue pursuing an intern.
 - b. The council will get Hootsuite ready, among other setup, so it is in place for when an intern joins.
2. Review and discussion of received applications for council members and recruitment efforts
 - a. Following up on May's discussion of a printed recruitment card: all volunteers had interactions during the Lowell Folk Festival recommending people join and volunteer their time.
 - b. A recruitment campaign could be prepared for the incoming social media intern to run.
3. Discussion and planning of Council Initiated Program for 2026, the Lowell Artisan Market
4. Planning for the grantee reception
 - a. The reception will be a quick event celebrating grantees, with no alcohol.
 - b. Format: a presentation recognizing the funded organizations and their events.
5. Discussion of publicity and marketing regarding the LCC's move to direct granting in 2027
 - a. This could be something for the social media intern to handle.
6. Findings from Lowell Folk Festival tabling, and informal or anecdotal public feedback received (including planning for FY27 local guidelines)
 - a. Beth Noel compiled numbers from the tabling using categories from a MOSAIC consultant report (a creative-economy report); the council used those categories to shape its language to be more supportive.
 - b. Youth Programming was the number-one category in the Folk Festival bead-survey results.
 - c. The council decided not to treat this as an automatic plus-one for events in a specific category. Instead, each council member will take the Folk Festival bead-survey data into consideration in their personal voting, weighting it according to how much they individually value that data.
 - d. FY27 local guidelines: these findings will inform planning for the FY27 local guidelines.
7. Discussion of management of the LCC's email account
 - a. The group needs help managing the email account.
 - b. Jack Traphagan will try to respond to emails going forward.
 - c. Proposal: set up a Slack workspace for the group; route incoming emails into a thread so whoever is available can respond, then update the group in the Slack thread about the response.

8. Review of reimbursement requests
 - a. Signed by those present in person.

Meeting adjourned at 7:31 PM.

END