

**Northborough Cultural Council**

63 Main Street / Town Hall
Northborough, MA 01532

Northborough Cultural Council Meeting Minutes - APPROVED

Meeting Date: Sunday, February 5, 2023 - Time: 6:00pm to 7:30pm

Place: Northborough Town Hall - Selectmen's Meeting Room

In Attendance: Terry Underwood, Suzanne Cox, Craig Cox, Lori Tiron-Pandit, Jeanine Vitale

Absent: N/A

Guest: Julianne Hirsh

MINUTES:

1. Approval of Minutes from January 12, 2023 – *Terry Underwood*
 - Meeting called to order by Terry at 6:01pm
 - Motion- Suzanne Cox: Accept minutes of 01.12.2023 with correction of name spelling.
 - Second: Lori Tiron-Pandit; Approval: All
2. Grant Submission Update – *Craig Cox*
 - Community Affairs grant receipts have been received and sent for payment.
 - We have not received receipts for events from four 2021-2022 grantees
 - Motion-Suzanne Cox: Extend receipt deadline of outstanding grantees to March 1, 2023 with follow-up email and letter outlining the new deadline and that monies will be regranted if receipts not received by March 1, 2023.
 - Second: Lori Tiron-Pandit; Approval: All
3. Treasurer's Report – *Craig Cox*
 - No new news
4. Set next Committee Meeting date – *Terry Underwood*
 - Next meeting is Sunday, February 26, 2023 at 6:00pm - Conference Room B.
5. New Member Outreach update – *Suzanne Cox & Lori Tiron-Pandit*
 - Overview of actions to date shared with committee
 - All members have reported asking individuals they know to join and sharing openings at town meetings.
 - Town of Northborough sent out listing of all committee appointment positions available with NCC being said to have five open positions.



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6. Go Out Door – Northborough update – *Suzanne Cox*
 - Call for Artist is complete and ready to be send out to potential artists.
 - Ellsworth-McAfee Park will be requested again form May and June 2023
7. Grantee Reception Presentation update – *Jeanine Vitale*
 - Major sections of presentation are complete.
 - Message needed from one or more of the state representatives.
 - Template for NCC certificates for 2023 complete, needs to be populated with grantee names.
 - Video version of the presentation can be run on NCAT.
8. CultureFest 2023 – *All*
 - Overall event coordinator for CultureFest 2023 selected.
 - Subcommittee list from last year reviewed, amended and owners for each subgroup named.
 - Action plans within each subcommittee not completed at meeting, will be created by each sub-team owner.
 - Motion-Suzanne Cox: Hold CultureFest on the Common 2023 on Saturday, June 10.
 - Second: Lori Tiron-Pandit; Approved: All
 - Motion-Suzanne Cox: Commit to CultureFest 2023 with subcommittee assignments.
 - Second: Lori Tiron-Pandit; Approved: All
9. 2024 NCC Calendar concept proposal – *Jeanine Vitale*
 - Agenda item moved to next meeting, Sunday, February 26, 2023.
10. Other business as it comes in front of the board
 - Topic opened of supporting the creation of the Friends of the Northborough Cultural Council. Discussion occurred about what this would bring to NCC regarding funding and charitable tax-deductible contributions by corporations including employee matching funds programs.

Meeting ended: 8:12pm

- Motion: Lori Trion-Pandit
- Second: Jeanine Vitale
- Approval: All