

**Northborough Cultural Council**

63 Main Street / Town Hall
Northborough, MA 01532

Northborough Cultural Council Meeting Minutes - APPROVED

Thursday, March 23, 2023, Northborough Town Hall - Conference Room B

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

Absent: none

Guest: Hannah Chan, Jen Tolman, Julianne Hirsh

MINUTES:

Meeting Called at 6:10pm

1. Approval of Minutes: Minutes for 02-26-2023 reviewed and amended. Jeanine motioned to approve minutes as amended and Lori seconded, approval all.

2. Set next Committee Meeting date: Next meeting date set for 04-06-2023

3. Go Out Doors Public Art Exhibition Update: Suzanne gave review of program to date. Doors are with artist and everything is on tract. Doors have been striped, primed and delivered to artist for painting. All contracts have been signed and w-9s submitted with contract to town for payment of stipend. Exhibition opening date to be discussed and Suzanne to poll artists to find date that works with most artists.

4. CultureFest 2023 Subcommittee Updates:

a. Publicity & Marketing: Lori updated on publicity and marking activates, all on track and working on signage for event.

b. Facilities: Abu and Avida lots confirmed for event. Avida lot is available after 12:00pm and ATM lanes must be left clear during event. Nothing larger than regular truck able to be parked in Abu lot. Use of old Bank of America building should be the same as last year. Craig turned over working with health department to Terry. Police department is book for four-hour block 11:15am-3:15pm. Craig is creating question list for DPW communication, committee members to send facilities questions to Craig for address.

c. Food: Two restaurants are confirmed and Terry working on getting the third and fourth restaurants. Several ideas being worked on by Terry and Jeanine with more options discussed that will be followed up on by Terry.

d. Music: Craig updated that two bands have verbally committed to this year. Still working out cost and Craig is moving to contracting with both. Craig is leaning towards more of an

indie group to make up the third group and one that fits within budget. Craig has two audio people lined up and working to solidify that role. Craig needs list of what subgroups need for tables and chairs, etc. Craig is working on third speaker back towards horseshow so stage music will reach that area of festival. Craig has first draft of schedule and looking for discussion to refine with input. Discussion around draft schedule, ending time confirmed as 3:30pm.

e. Dance: Jeanine has two acts confirmed and is pursuing leads on a third dance act. Several possibilities were discussing around groups to approach and Jeanine will continue to follow-up leads.

f. Professional Artist Booths: No artist as yet but Suzanne and Lori to work on this to get list ready.

g. Youth Art Gallery: Need additional art stands to replace wooden ones from last year. Need weights for tents. Suzanne and Jeanine will pursue the middle school artist again this year as it was a success last year. Team will use idea made by Julie to secure artwork to stands.

h. Community Art Project: Suzanne discussed ideas generated by Hannah on tress, ideas from recycled art program, the event at Tower Hill Botanical Garden, and creating an event that combines the all three fantastic concepts. Discussion and agreement to add additional activity under this heading for Children Art Booth if staffing can be found. Suzanne to work on this.

i. Festival Layout & Decorations: Suzanne reviewed the updated layout based on last year plan with the addition of feedback from Julie about better flow in horseshoe area. Layout revised in meeting to make more space for Cultural org booths in back of horseshoe.

j. Northborough Art & Cultural Business Booths: Committee reviewed list of different organizations in town that may be considered 'cultural' and with discussion, agreed on list to pursue and invite to participate. Terry to pursue inviting organizations.

k. Volunteer: Terry had no firm offer for volunteers, Suzanne offered to work on this area as she had contacts who were interested. Terry to pursue conversations with high school about student help for event.

l. Financial: Craig is using last year' budget as a starting point and requesting each sub group update needs. We have not received the grant from MCC for this event and discussion was had as to whether we could hold event if grant does not come through. Agreement to hold off on any contracts until we get notifications of grant.

5. New business before Committee: [None](#).

[Motion to end meeting by Suzanne and seconded by Lori. Meeting adjourned at 8:20pm.](#)