



## Northborough Cultural Council

63 Main Street / Town Hall

Northborough, MA 01532

### Northborough Cultural Council Meeting Minutes - APPROVED

Meeting Date: Tuesday, September 5, 2023 - Time: 6:05pm to 8:01pm

Place: Northborough Town Hall Conference Room B

In Attendance: Terry Underwood, Suzanne Cox, Craig Cox, Jen Tolman, Hannah Chen

Absent: Lori Tiron-Pandit

Guest: none

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#### MINUTES:

##### 1. Approval of minutes

- Craig motioned to approve minutes of 08.24.2023, Suzanne seconded, approval all.

##### 2. Treasurers Report

- Craig reviewed NCC balance sheet and status of 2022-2023 grant monies dispensed to grantees.
- Craig discussed the MCC project and festivals grant awarded and the need to formally accept grant with MCC. Discussion about how to interpret grant to support different programs and festivals depending on our 2024 planning meeting.
- Craig motioned to accept MCC grant monies, Suzanne seconded, approval all

##### 3. 2023-2024 Grant Cycle

###### a. State paper filings status

- Craig reviewed dates and reported all is on track for filings.

###### b. Publicity update

- Hannah is moving forward to head up social media publicity efforts. Suzanne and Hannah worked through overall NCC communications plan and as well as grant cycle graphics to be updated for this year's grants. Suzanne will make sure all her past graphics files are available for Hannah to use as needed.

##### 4. 2023 Applefest Plans

###### a. Supplies list

- Discussed using past NCC banners for Applefest booth as well as other publicity materials to have at booth. Discussed brochures, Suzanne to update and have printed for Applefest.
- Discussed stickers, Terry has and will bring what we have left from CultureFest, Suzanne had more made of the ones we sold out of at CF. Terry will have Lori bring bags not sold at CultureFest to sell at booth.
- Discussed having a push for new members at booth in addition to grant cycle. Discussed materials needed to support that push.

- Discussed NAC's plans to have booth at Applefest and having it next to NCC and make sure everyone is in support. Discussed the possible synergy of two messages and possible benefits to each.

b. Booth staffing

- Discussed who would staff the booth when.

5. Set next committee meeting date

- Discussion by all on next meeting date and agenda. Meeting set for Wednesday, September 27, 2023.

6. Other business before committee

- Discussion about the MCC grant system and who would create the spreadsheet from the MCC look book once the grant cycle closes. Suzanne agreed to get the look book and create the working spreadsheet for use at our meeting to decide grants. Some discussion about grant review process to use this year.
- Motion by Hannah to adjourn meeting, seconded by Jen, approval all. Meeting adjourned at 8:01pm.