



Northborough Cultural Council

63 Main Street / Town Hall
Northborough, MA 01532

Northborough Cultural Council Meeting Minutes

Meeting Date: Thursday, January 16, 2020

Time: 7:00 pm to 8:30 pm

Place: Northborough Town Hall Offices, Selectman Room

In attendance: Selvi Oyola, Bich Nguyen, Suzanne Cox, Craig Cox, Lesley Shore, Heidi Knight

Absent: Lori Pandit

Guest: Terry Underwood

Meeting called to order: 7:05pm

1. Approval of minutes

- 12/18 minutes approved

2. Treasurer's Report

- All 2019 grant have been reimbursed
- MCC Festival grant \$500 was received and deposited

3. Next meeting scheduled: Feb 6 & Feb 20.

4. 2020 Approval Letters to Grantees:

- Do not send as Word Doc
- Cc: Selvi
- Use 2020 approved amount
- Re-edit form letter for everyone to send out – Bich

5. Grantee Reception:

- Create creative theme for this year to be used on all communication – Suzanne
- Create the invite & send with announcement of Reception to news outlets – Bich
- Bring projector to 2/20 meeting – Bich
- Get volunteers to help – Bich
- Give banners to Suzanne at 2/20 mtg – Bich

6. Other Business:

- Bich will follow up with any MCC grant communication and share with council
- Terry covers school committees and can help disburse said information (i.e. Yellow Bus grant)
- Publicity:
 - i. Calendar of Events (Lesley)

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- ii. Send Calendar to Town Rec (Bich)*
- iii. Send Calendar around Town (Suzanne)*
- iv. Share on Lions' board the entire list (Suzanne will inquire)*
- v. Annual Report was submitted. We need to do a survey every year. We submitted the one from the festival and will work on a new one in the Spring.*

Meeting called to adjourn 8:00pm

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