



Northborough Cultural Council

63 Main Street / Town Hall
Northborough, MA 01532

Northborough Cultural Council Meeting Minutes

Meeting Date: Thursday, Dec 3, 2020

Time: 7:00pm to 9:00pm

Place: Zoom Meeting Event

In attendance: Terry Underwood, Bich Nguyen, Craig Cox, Lesley Shore

Absent: Heidi Knight, Lori Pandit, Suzanne Cox, Selvi Oyola

Guest: n/a

Moderator: John Sabatini

Meeting Start: 7:09pm

Join via Zoom:

Meeting URL: <https://town-northborough-ma-us.zoom.us/j/81299843543>

Meeting ID: 812 9984 3543

Password: 724105

Join by Telephone:

Telephone Number: 1 646 876 9923

Meeting ID: 812 9984 3543

Password: 724105

To View or Listen:

Live stream of this meeting may do so by going to "Northborough Remote Meetings" on YouTube via the following link: https://www.youtube.com/channel/UCRdBrw3HeEAMB_KFKasrgXA

About Remote Meetings:

- *This Open Meeting of Northborough Cultural Council is being conducted remotely consistent with Governor Baker's Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth due to the outbreak of the "COVID-19 Virus."*
- *In order to mitigate the transmission of the COVID-19 Virus, the Town of Northborough has been advised and directed by the Commonwealth to suspend public gatherings, and as such, the Governor's Order suspends the requirement of the Open Meeting Law to have all meetings in a publicly accessible physical location.*
- *All members of the Northborough Cultural Council are allowed and encouraged to participate remotely.*
- *The Order allows Northborough Cultural Council to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting.*
- *The public is encouraged to follow along using the posted agenda, unless the Chair notes otherwise.*

- Ensuring public access does not ensure public participation unless such participation is required by law. This meeting will not be featuring public comments.
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AGENDA:

1. Approval of Minutes from 10/22/20
 - We do not have 5 members to vote on the minutes
 - No changes recommended by the 4 members present
2. Treasurer's Report
 - Current grant cycle updates
 - i. Symphony Pro Musica - \$150 grant was submitted for processing
 - ii. We still have \$5600 of the budget still not paid out yet – indicates that many grantees still have not been able to execute on their program
 - iii. Need to communicate to each grant recipient and check on how they are doing and what their plans are. **Craig** will send out updated list of who has not submitted for reimbursement yet. **Each member** is to contact whoever they were responsible for reviewing initially. **Craig** will draw up a draft paragraph for us to use.
 - 2021 grant cycle updates, if any
 - i. Total grant amount still unknown
 - VCF updates (payments and donations)
 - i. 3 participants have re-donated payment back to NCC
3. Set next Committee Meeting date
 - Dec 17 @7pm
4. Virtual CultureFest Outtake - reflections, input from artists and community, takeaways
 - 189 views on You Tube
 - Had lots of help from NCAT team
 - Multiple formats coming in was difficult for NCAT
 - File organization on Google Drive can be improved
 - Would love to see more younger acts (i.e. from ARHS)
5. 2021 Grant Cycle Updates (grant due date, submissions, publicity, budgeting, etc.)
 - 6 submitted; 3 draft
 - **Terry** will follow up with budget with Luis Cotto
 - Bich sent to NCAT the updated date for posting on TV
 - **Terry** to write an article for Community Advocate to report on the VCF
6. Reporting Requirements:
 - Annual Town Report (prepare by chair). Due date: Jan 8
 - VCF Report to MCC by Jan 15 (prepared by chair and one other person, submitted to Luis Cotto)
 - MCC Annual Report (prepared by chair and the treasurer; can't remember what the final date is now)

7. *Upcoming action items (to be addressed in the next meetings):*

- *2021 Grantee Reception ideas*
 - i. *Planning for virtual grantee reception with same speakers recording their intro, asking grantees to say something about their event ~2 minutes or still pictures of their event like a scrolling PPT*
- *2021 CultureFest Ideas*
 - i. *Sprint event – maybe same weekend as baseball Opening Day*
 - ii. *Still a VCF*
 - iii. *More kids events*

8. *Other business as it comes in front of the board*

Meeting ended: 8:20pm

- *Motion: Craig Cox*
- *Second: Lesley Short*
- *Approval: All*