



Northborough Cultural Council

63 Main Street / Town Hall
Northborough, MA 01532

Northborough Cultural Council Meeting Minutes

Meeting Date: Thursday, January 17, 2019

Time: 7:00 pm to 8:30 pm

Place: Northborough Town Hall Offices, Conference Room C

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

Absent: Lori Pandit

Guests: n/a

Meeting called to order: 7:30pm

1. 2019 Grant Decisions
 - First email re: Approval Letters with W9 form were sent
 - Second email re: Grantee invitation were also sent
2. 2018 MCC Annual Report - sent on Jan 8, 2019
3. 2018 Culture Fest Annual Report - sent on Jan 8, 2019
4. 2018 Annual Town Report - sent on Jan 11, 2019
5. Treasurer's Report
 - Checks should be written to "Town of Northborough" not "NCC"
 - Radek Jaslaw and Elyse O'Conner submitted reimbursements
6. "Love Northborough" Sculpture: remember to bring it to the library for the Reception. Our sculpture brought joy to our community and increased our visibility during the 2018 Holiday Season at the following events/venues:
 - Holiday Trolley: Library
 - Tree Lighting
 - Nboro Police Department
 - Nboro Fire Station
 - Nboro Town Hall
 - Algonquin HS - Holiday Concert
7. Ornament Sales: 40 total. We netted \$168 final. Heather Baer was paid. Jason, our town accountant, will process the donations for us.
8. 2019 Grantee Reception Planning
 - Julianne offered to do flowers for us

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Website: http://www.town.northborough.ma.us/pages/northboroughma_bcomm/culturalcouncil/

- *Key note speakers ideas: Karen Polito, Anita Walker form MCC, Luis Cotto, Julianne Hirsh and the speaker from the MCC event in Worcester*
- *Need a checklist of guests coming and arrived – Lori*
- *Name tag – will have new logo*
- *Suzanne – will create #Instagram*
- *Steve – certificates*
- *Armeno's for coffee – Heidi will ask*
- *Suzanne will do the program – Bich to send her last year's*
- *List of grantee winners are in Suzanne's Powerpoint*
- *Calendar – Lesley*
- *Brochures – Bich*
- *We have (3) versions of the invitations to send out – Selvi*
- *Presentation from the honorees – Suzanne*
- *Donation request form from Wegmans – Lesley*
- *Performers: invite all grantees to participate; we still need to nail down an act*
- *Publicity: invite CATV (Kathy Dagleth), send to newspapers - Bich*
- *We need a survey – 3-5 questions only [Bich]*
- *Thank you notes – [Suzanne]*
- *Estimated cost is ~\$30 (\$12 Podium poster, \$4 poster, \$2 welcome, \$12 name tags)*
- *Check-in – Lesley and Lori*
- *Sound check – Suzanne*
- *Food Manager – Heidi*
- *Chair set up – Craig*
- *NCC paraphernalia – Bich*
- *Projector – Bich give to Suzanne*
- *Dry run is Sat 2/2*

9. 2019 Culture Fest Planning

- *Lori Diamond suggested a comedian friend of hers to be MC @ culture fest*
- *Committees:*
 - *Performers: Lesley, Craig, Selvi*
 - *Visual Arts: Lori, Suzanne, Steve*
 - *Cultural Bake Sale: Lesley*
 - *Kids: Heidi, Bich*

10. Other business as it comes in front of the board:

- *Elyse O'Conner performance date change from Oct to Dec. We had granted \$250. Passed by all council members to allow her to keep the original grant amount.*
- *Film Festival – they welcome us to be members only not participate as a council. Selvi will attend to learn more*
- *AVM asked for our input on how to grow their listener base. Need to grow diverse music selection; what is their marketing objective? Is there a market for their kind of music?*
- *Suzanne attended MCC New Year's reception event @ the Peabody museum where they discussed their New Year planning session. We should all follow MCC on FB for news & events.*

Meeting called to adjourn 9:20pm

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