



Northborough Cultural Council

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63 Main Street / Town Hall
Northborough, MA 01532

Northborough Cultural Council Meeting Agenda

Meeting Date: Wednesday, August 8, 2018

Time: 7:00 pm to 8:30 pm

Place: Northborough Town Hall Offices, Conference Room C

Meeting Agenda:

1. Approval of Minutes
2. Treasurer's Report:
 - Reimbursement updates
 - Culture Fest Budget Updates with a report from Selvi from Mina Kim regarding cancellation and rescheduling logistics.
3. Continue Planning of First Annual Culture Fest and Report Updates on:
 - **Event Program:** Work on determining the schedule for performers: Ed Harlow, Lori Diamond, AVM and Boston Scottish Fiddle Orchestra are on board. Share updates from Irish Dancers and Indian Dancers.
 - **Artists/Volunteers:** Five artists are confirmed. One Junior artist is confirmed. Other updates from Suzanne and Bich, if available, will be presented.
 - **Stage/Sound:** Craig and Ed Harlow are working on the stage and sound. Updates and needs to be reported.
 - **Artist/ Performer Agreements & Artist Rights Withdrawal:** Agreements have been given to performers and visual artists. Report executed agreements.
 - **Logo:** Our logo work is completed. It is updated on Facebook and Instagram pages. All documentation will be updated with the new logo.
 - **T-shirts:** Bich and Lesley will provide updates.
 - **Signage:** Review outstanding signage needs and available budget
 - **Publicity materials:** Brochures, Grant Cycle Announcement, Town Website Updates
 - **Kids' Corner:** Heidi to provide updates and needs.
 - **Food Trucks:** Report any info from Michelle G.
 - **Location Logistics.** Review and finalize planning for layout

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- **NCC Culture Fest Publicity:** Report on publicity efforts and discuss needs
 - **Event Speakers/Presenters:** Julianne Hirsh accepted to do the "Welcome/Opening" speech. Michelle G. and Mina Kim (MCC Program Advisor), may also take a part in the event (speaker or presenter).
 - **Other:** Discuss other event materials, supplies, tents, decorations and day-of event planning
4. Grant Cycle: Continue to review and update Priorities. Vision statement will be reviewed and updated in the next meeting. Review Grant Cycle "To-Do" List. Discuss Grant publicity.
 5. Other business as it comes in front of the board.

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