



# Northborough Cultural Council

63 Main Street / Town Hall  
Northborough, MA 01532

## ***Northborough Cultural Council Meeting Agenda***

***Meeting Date: Thursday August 15, 2019***

***Time: 7:00 pm to 8:30 pm***

***Place: Northborough Town Hall Offices, Conference Room C***

### **Meeting Agenda:**

1. Approval of Pending Minutes
2. Treasurer's Report:
  - Reimbursement updates
  - CultureFest Budget
3. Setting the date for the next meeting
4. Planning of Second Annual Culture Fest:
  - **Event Program:** Finalize times
  - **Artists:** Update from Suzanne
  - **Volunteers:** Update from Bich
  - **Stage:** We will use Ed Harlow's stage, may need new tent.
  - **Sound:** Craig and Andrew are working on sound. Andrew agreed to a later finish time.
  - **Community Groups Invitations:** Selvi to report on responses
  - **Sculpture:** Suzanne and Steve are collaborating, report on progress
  - **T-shirts:** Update on order from Bich
  - **Signage:** Update signage needs and available budget
  - **Food:** New updates?
  - **Publicity materials:** Brochures, Social Media Updates, local publications, Applefest Publication
  - **Kid's Corner:** Follow up on library participation, create activity and
  - **Location Logistics:** Review and finalize planning for layout
  - **NCC Culture Fest Publicity:** Report on publicity efforts and discuss needs
  - **Event Speakers/Presenters:** TBD
  - **Community Input Surveys:** Lesley to report on preparation
  - **Other:** Discuss other event materials, supplies, tents, decorations and day-of event planning, schedule
6. Community Stage: Discuss community input
7. Other business as it comes in front of the board
  - Craig to report on phone conversation with Framingham Cultural Council regarding new Reimbursement Pilot Program

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