



Northborough Cultural Council

63 Main Street / Town Hall
Northborough, MA 01532

Northborough Cultural Council Meeting Agenda

Meeting Date: Thursday, September 6, 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 - Please bring in all the existing receipts
 - 2019 Grant Cycle Overview
3. Continue Planning of First Annual Culture Fest and Report Updates on:
 - **Artists:** All five artists are confirmed. Agreements received
 - **Jr. Artists:** Suzanne to report on most updated participant list and display build-up.
 - **Volunteers:** Bich to report on volunteers.
 - **Stage/Sound:** Craig will report latest updates.
 - **Artist/ Performer Agreements & Artist Rights Withdrawal:** Selvi will report executed and/or outstanding agreements.
 - **T-shirts:** Bich has ordered them.
 - **Signage:** Performer poster, Artists posters are done. Kids' Corner, Jr. Artists and Food Truck and Thank you and Program posters are on at works. Banners have arrived.
 - **Publicity materials:** Brochures, Grant Cycle Announcement. Town Website Updates are done.
 - **Kids' Corner:** Heidi to provide updates and needs.

Email: cultural@town.northborough.ma.us

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- **Food Trucks:** Lesley to report Food Truck updates.
 - **Location Logistics.** Review and finalize planning for layout
 - **Event Program:** Review the latest event program
 - **Material/Supply List:** Review and update material and supply list. Assign tasks and confirm that we have materials/resources.
 - **“Day of Event” Task List:** Review and finalize task list for the day of the event.
 - **NCC Culture Fest Publicity:** Focus on Facebook and social media publicity.
 - **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).
4. 2019 Grant Cycle: Priorities are finalized and will be published at MCC site. Review Grant Cycle "To-Do" List. New Grant cycle is publicized. May want to bring posters to library and other town centers and email schools to post.
5. Other business as it comes in front of the board.

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