



Northborough Cultural Council

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63 Main Street / Town Hall
Northborough, MA 01532

Northborough Cultural Council Meeting Agenda

Meeting Date: Thursday, September 5, 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. Need a 'to-do' list to prepare for the event date.
 - **Volunteers:** Update from Bich
 - **Stage:** We will use Ed Harlow's stage. A tent will be purchased. Dancers will use the grass.
 - **Sound:** Update from Craig on Andrew.
 - **Community Groups Invitations:** Selvi to report on responses
 - **Sculpture:** Suzanne and Steve are collaborating, report on progress. Is a work-day needed?
 - **T-shirts:** Update on order from Bich
 - **Signage:** Update signage needs and available budget
 - **Food:** TKelleher, Trombetta's, Baked Goods, Dunkin Donuts Coffee
 - **Publicity materials:** Brochures, Social Media Updates, local publications, Applefest Publication
 - **Kid's Corner:** Materials, activities, community artists.
 - **Location Logistics:** Review and finalize planning for layout. Selvi will bring a draft layout
 - **NCC Culture Fest Publicity:** Report on publicity efforts and discuss needs.
 - **Event Speakers/Presenters:** TBD. Need to identify a speaker.
 - **Community Input Surveys:** Lesley to report on preparation. Selvi to provide input
 - **Other:** Discuss other event materials, supplies, tents, decorations and day-of event planning, schedule
5. Other business as it comes in front of the board
 - **Jim Manning:** a change in program and date resulting in review and re-voting process of his 2019 grant. Jim Manning had to adjust his program of Balluniverse due to an unforeseen situation. He will now hold his event in October, at the Northborough Library, and may adjust it to make more Fall appropriate theme. His cost and venue and resources stay the same. Council to vote on this grant.
 - **Michelle G.** is inviting Scottish Fiddlers to the Parade. Consider having them come back after the parade.

Email: cultural@town.northborough.ma.us

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