



Northborough Cultural Council

63 Main Street / Town Hall
Northborough, MA 01532

Northborough Cultural Council Meeting Minutes

Meeting Date: Thursday, Oct 22, 2020

Time: 7:00pm to 9:00pm

Place: Zoom Meeting Event

In attendance: Terry Underwood, Bich Nguyen, Craig Cox, Lesley Shore, Suzanne Cox, Selvi Oyola

Absent: Heidi Knight, Lori Pandit

Guest: n/a

Moderator: Becca Meekins

Meeting Start: 7:07pm

Join via Zoom:

Meeting URL: <https://town-northborough-ma-us.zoom.us/j/83189404319>

Meeting ID: 831 8940 4319

Password: 452748

Join by Telephone:

Telephone Number: 1 646 876 9923

Meeting ID: 831 8940 4319

Password: 452748

To View or Listen:

Live stream of this meeting may do so by going to “Northborough Remote Meetings” on YouTube via the following link: https://www.youtube.com/channel/UCRdBw3HeEAMB_KFKasrgXA

About Remote Meetings:

- *This Open Meeting of Northborough Cultural Council is being conducted remotely consistent with Governor Baker’s Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth due to the outbreak of the “COVID-19 Virus.”*
- *In order to mitigate the transmission of the COVID-19 Virus, the Town of Northborough has been advised and directed by the Commonwealth to suspend public gatherings, and as such, the Governor’s Order suspends the requirement of the Open Meeting Law to have all meetings in a publicly accessible physical location.*
- *All members of the Northborough Cultural Council are allowed and encouraged to participate remotely.*
- *The Order allows Northborough Cultural Council to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting.*
- *The public is encouraged to follow along using the posted agenda, unless the Chair notes otherwise.*

- *Ensuring public access does not ensure public participation unless such participation is required by law. This meeting will not be featuring public comments.*
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AGENDA:

1. *Approval of Minutes from 9/24/20*
 - *Motion: Craig Cox*
 - *Second: Bich Nguyen*
 - *Approval: All*
2. *Treasurer's Report*
 - *No additional grant requests or submissions came in*
 - *Town Audit due Oct 31*
3. *Set next Committee Meeting date*
 - *Nov 12 & Dec 3 @7pm*
4. *Virtual CultureFest*
 - *Finalize selections*
 - i. *Report from Dance team*
 - *Shaila's cannot be separated; missing contract*
 - *Mavi dance*
 - ii. *Report from Visual Art team*
 - *Received pic, bio, contract, submissions from everyone except contract for Ralph Caputo*
 - *Ralph did read our skinny contract language on the website before submitting so that acts as signed contract. We still have time before Nov 6 to get it from him.*
 - iii. *Report from Music team*
 - *1 song for most musicians*
 - *2 songs for 2 of the artists*
 - *Discuss plans for the "remaining" work that have not been selected*
 - *Suzanne and Lori can draw up options on how to do this*
 - ii. *Layout on NCCculture.org page*
 - iii. *Layout on FB*
 - iv. *YouTube compilation?*
 - v. *Other social media where we will house the rest of it*
 - *Discuss all ways in which people can watch the NCAT production*
 - i. *What if they don't have cable?*
 - *Find it on YouTube*
 - ii. *Post on town website?*
 - *Purchase space for files storage*
 - i. *Suzanne makes a motion to purchase online storage and other technology needs for CultureFest activities in the amount of \$100*
 - ii. *Second: Lesley Shore*

- iii. *Approval: All*
- *Publicity*
 - i. *Originally sent on Oct 8*
 - ii. *Need a second wave of advertisement*
 - iii. *Compilation of “what I am thankful for” video*
- 5. *2021 Grant Application Process*
 - *Do we have any submissions yet?*
 - *Terry needs access to the site to see how many applications have come in as they are being submitted. Selvi will look into where that stands for this year.*
- 6. *Other business as it comes in front of the board*
 - *We have a list of all grantees who have not yet asked for reimbursement but also not identified changes. We should follow up with them proactively – Craig & Selvi with Terry.*
 - *Is there a way to survey what people thought of the CultureFest*
 - *We need to “count” how many people watched the show live or on FB. There is Video on demand*
- 7. *Future agenda*
 - *Review participation of Virtual CultureFest*

Meeting ended: 8:20pm

- *Motion: Craig Cox*
- *Second: Lesley Shore*
- *Approval: All*