



Northborough Cultural Council

63 Main Street / Town Hall
Northborough, MA 01532

Website: http://www.town.northborough.ma.us/pages/northboroughma_bcomm/culturalcouncil/

Like Us at Facebook: Northborough Cultural Council

Email: cultural@town.northborough.ma.us

To apply for a grant: www.mass-culture.org

Northborough Cultural Council Meeting Agenda

Meeting Date: Wednesday, July 25, 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
3. First Annual Culture Fest Planning:
 - **Event Program:** Work on determining the schedule for performers: Ed Harlow, Lori Diamond, AVM are on board. Share updates from Irish Dancers, Indian Dancers, Boston Scottish Group.
 - **Artists/Volunteers:** Five artists are 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. Extra mics from ARHS may be requested. Lesley will also provide updates from event rental companies she contacted.
 - **Artist/ Performer Agreements & Artist Rights Withdrawal:** Heidi is reviewing them. Drafts for review/comment will be provided.
 - **Logo:** Bich will present options. Voting to select the logo is intended.
 - **T-shirts:** Bich will provide updates.
 - **Signage:** Determine the number and types of signs needed. Review budget available for signage.
 - **Tents:** We have two big tents available from Boy Scout Troop 1. Discuss if more tents are needed.
 - **Decorations:** Discuss what types and how many of decorations for each event is needed.
 - **Publicity materials:** Brochures, Grant Cycle Announcement, Town Website Updates
 - **Kids' Corner:** Heidi will provide updates.
 - **Food Trucks:** Report any info from Michelle G.
 - **Location Logistics.** Site visit, planning for layout, bathroom access, parking, electricity.
 - **NCC Culture Fest Publicity:** Present/discuss publicity materials for the Applefest website, 1/2 page ad-like flyer for Applefest Committee and article for the Community Advocate article
 - **Event Speakers/Presenters:** Discuss 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 event planning items as presented
4. Grant Cycle: Review and update Priorities. Mission 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.