



Northborough Cultural Council

63 Main Street / Town Hall
Northborough, MA 01532

Northborough Cultural Council Meeting Agenda

Meeting Date: Friday, August 17, 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
 - 2019 Grant Cycle Overview
 - \$50 submitted for logo artists (admin budget)
 - \$60 out of \$148 submitted for banners (admin budget). Rest will be submitted upon completion of Culture Fest for Culture Fest banners
 - Ed Cope reimbursement received and turned into Town Accounting (\$200).
3. Continue Planning of First Annual Culture Fest and Report Updates on:
 - **Artists/Volunteers:** Five artists are confirmed. One Junior artist is 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. Updates and needs to be reported.
 - **Artist/ Performer Agreements & Artist Rights Withdrawal:** Agreements have been given to performers and visual artists. Report executed agreements.
 - **T-shirts:** Bich has ordered them.
 - **Signage:** Review outstanding signage needs and available budget. Banners have arrived
 - **Publicity materials:** Brochures, Grant Cycle Announcement, Town Website Updates
 - **Kids' Corner:** Heidi to provide updates and needs.

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- **Food Trucks:** Lesley to report Food Truck updates
 - **Location Logistics.** Review and finalize planning for layout
 - **Event Program:** Work on determining the schedule for performers: Ed Harlow, Lori Diamond, AVM and Boston Scottish Fiddle Orchestra are on board. Share updates from Irish Dancers and Indian Dancers.
 - **Material/Supply List:** Review and update material and supply list. Assign task
 - **“Day of Event” Task List:** Review and finalize task list for the day of the event
 - **NCC Culture Fest Publicity:** A write-up has been submitted to Community Advocate. Half page poster is submitted to Applefest and NCC Facebook event page is created. Write-up is given to Northborough Guide. Discuss other publicity. NCC may include our CultureFest in one of their programs
 - **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).
 - **Artists and Performer Posters: Pick is working on them**
4. 2019 Grant Cycle: Priorities are finalized and will be published. Vision statement will be reviewed and updated in the next meeting. Review Grant Cycle "To-Do" List. Grant publicity is prepared posted on fb page and submitted to different media sources including Community Advocate, Northborough Guide, NCC Facebook Page, our own town website, Action Unlimited, Patch. Discuss other publicity.
5. Other business as it comes in front of the board.

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