



# Northborough Cultural Council

63 Main Street / Town Hall  
Northborough, MA 01532

## ***Northborough Cultural Council Meeting Minutes***

**Meeting Date:** Thursday, February 7, 2019

**Time:** 7:00 pm to 8:30 pm

**Place:** Northborough Town Hall Offices, Conference Room C

**In attendance:** Selvi Oyola, Bich Nguyen, Heidi Knight, Lesley Shore, Steve Smith, Craig Cox, Suzanne Cox, Lori Pandit

**Absent:** n/a

**Guests:** n/a

**Meeting called to order:** 7:30pm

### *2019 Grantee Reception Planning*

#### **1. Invitations:**

- *Sent to (individually formatted versions): Grantees, Towns People, Legislators, Educators*
- *To be sent to: Businesses and publicity website*
  - *All businesses in town, especially Craftworks, Jack's Guitar Garage, PYOP, LalaJava, Armeno, C'est La Vie, etc..*
  - *Post at the library,*
  - *Post at senior center,*
  - *Post at gyms/sports/rec areas*
  - *Post at other places in and around town*
  - *Post at our fb page [Suzanne]*
  - *Post at action Unlimited, Telegram, Wicked Local/The Villager, Community Access Channel, Lions Sign, Patch, Rec Dept., Northborough Guide A 2018 Grant Announcement along with the invitation will be sent to Community Advocate [Bich]*
- *Others? **NEEDS TO BE HAND DELIVERED TO WEGMANS** [Lesley]*
- **NCAT** - Selvi contacted
- *Invitations should go to: "honorable guests", otherwise "Senator + last name" or "Representative + last name"*

#### **2. Sponsors:**

- *Wegmans: \$200 - Lesley already received it*

**Email:** [cultural@town.northborough.ma.us](mailto:cultural@town.northborough.ma.us)

**Like Us at Facebook:** Northborough Cultural Council

**Website:** [http://www.town.northborough.ma.us/pages/northboroughma\\_bcomm/culturalcouncil/](http://www.town.northborough.ma.us/pages/northboroughma_bcomm/culturalcouncil/)

- *Others (Armeno's [Heidi]; C'est La Vie; LalaJava)?*

**3. Program:**

- 6:30pm: Registration and Meet & Greet*
- 6:40pm: Welcoming Address by Julianne Hirsh*
- 6:45pm: Address by Senator Eldridge*
- 6:55pm: Performance by AmudhaSri Dance School – intro from Bich*
- 6:45pm: Introduction of NCC - Selvi Oyola to begin all members to continue*
- 7:10pm: Keynote Speaker Luis Cotto*
- 7:15pm: Presentation of 2018 NCC Grant Certificates*

**4. Preparations:**

***Bring the Following Items to the Library***

*(the library has a podium, projector, screen)*

- *Microphone and amp - Library*
- *Pick up food & Paper Goods - Selvi has some from last year - Lesley*
- *Bring Trash bags - Selvi*
- *Table Cloths - Suzanne*
- *Our sign, brochure, calendar of events - Bich*
- *Name tags - Bich*
- *Certificates - Steve*
- *Programs - Suzanne*
- *A page for Email/contact list - Lori*
- *Community Input Survey Handouts - Bich*
- *Thank you notes to our presenters and to Chris Lindquist - Suzanne*
- *Other?*

**5. Day of Event:**

- *Registration – Lori & Lesley*
- *Sound system and presentation - Suzanne*
- *Food, drinks, making coffee – Lesley and Heidi*
- *Set up chairs – Selvi & Craig*
- *Set-up of materials brought by Grant Recipients - Steve & Bich*
- *Clean-up - All*

**6. Next meeting:**

- *Wednesday, 3/14 @7:15 Town hall*

***Meeting called to adjourn 9:20pm***

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