

Northborough Cultural Council Meeting Minutes



Thursday, April 26, 2018

Northborough Town Hall, Conference Room C

Meeting Called to Order: 7:07pm

In attendance: Selvi Oyola, Bich Nguyen, Scott Nolan, Heidi Knight, Lesley Shore, Suzanne Cox, Craig Cox

Absent: Peter Worrest, Steve Smith

Guest: Lori Pandit

1. Meeting minutes for March 22, 2018 were accepted with revisions.
2. We welcomed newly inducted board members (official on 4/24) Suzanne Cox and Craig Cox
3. Reviewed the Grantee Reception – what went well/could be improved on:
 - We had ~37 ppl in attendance
 - We could do with 1 less cheese plate. We can use more variety in drinks.
 - If we know someone can't attend, we could show a slide for that person.
 - In general we can have 1 slide per recipient - a collage with pictures, accomplishments etc.
 - Need to tap into teen community to assist. For example, students in theatre, arts, music, TV/broadcast can help us with the production.
 - We may need a Board member to act as liaison to the Dept. Chair.
 - Need to better pre-prepare for AV audio or something a recipient may want to show/display
 - Post the CATV event on FB when we know the date
 - Touch base with Terry Newman (CATV); ask students to create a 2 min advertising spot for us.
4. Suzanne will send thank you's to:
 - Dawn Rand
 - Mina Kim
 - Wegman's
 - Chris Lindquist
 - Liz Nolan
 - Diane Wackell
 - Scott Jameson
 - Dana Volk
5. Marketing/branding for NCC. The Northborough town "logo" is the front of the Library, looks like a seal.
 - We can still have a branding mark like a logo for NCC.
 - Get in touch with Northborough Commons team to see how we can be a part of that development.
 - Ask MCC for Marketing support
 - Ask MCC for Communications package
6. Can we create a non-profit Friends of Culture Foundation?
 - What is the purpose and benefit of a "Friends of" foundation?

- Westborough Cultural Council has one established
 - Board members cannot be part of it
 - Participate in town issues via this delegated representative
7. Next grantee cycle is Sept 1 – Oct 15
- \$2,615 reimbursement was paid to 10 applicants for 2017 ad 2018 activities
 - Ask Mina what criteria is the grant budget based on?
8. Treasurer issues:
- Peter Worrest is no longer part of the board and therefore a new Treasurer is needed
 - We nominated and elected Craig Cox as the new Treasurer
 - He has an MBA in Finance. He’s a treasurer for the NRBO/SBO Lacrosse League
 - General Responsibilities:
 - * Aug: Meet with Jason Little, Town Accountant, to review line by line items and determine grantable and admin budget
 - * Sept: Complete Steps 2-3 which is the amount available for granting
 - * Dec/Jan: Annual report due
 - * Jan 15: Finish 8 steps to report to MCC
 - * Reimbursements: use template to submit reimb form to Jason; attach their flyer. W-9 needs to be filled out if paying 3rd party vendor
 - * We need to ask MCC for Roles & Responsibilities; organizational procedures.
9. Updating Facebook:
- Bich will send to Steve and everyone the latest schedule of Events to update FB with
 - Someone from the board should try to attend each event
10. NCC self-initiated event:
- Partner with the Farmer’s market event during Apple Fest
 - We could sponsor a musical stage
 - Get funds from Community Preservation group
 - Contact Town Common group
 - We can also host a “Cultural Crawl” in the Spring
11. Next meeting will be Wednesday May 16 & Thursday June 7

Meeting called to adjourn at 8:35pm