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Northborough Cultural Council

63 Main Street / Town Hall

Northborough, MA 01532

Northborough Cultural Council Meeting Minutes - APPROVED

Meeting Date: Tuesday, September 27, 2023 - Time: 6:06pm to 8:10pm

Place: Northborough Town Hall Conference Room B

In Attendance: Terry Underwood, Suzanne Cox, Craig Cox, Jen Tolman, Hannah Chen

Absent: Lori Tiron-Pandit

Guest: Julianne Hirst, Art Giacomarra, Sharada Chintakindi

AGENDA:

1. Approval of minutes
 - Jen motioned to approve minutes, Hannah seconded, approval all
2. Set next meeting date (2024 planning & grant review meetings)
 - Thursday, Oct 12 6-8pm for annual program planning session.
3. Open Share of Upcoming Cultural Events in Area
 - Terry suggested we get together as an open agenda item. Jen suggested we populate a calendar of our grantee events, everyone in agreement and plan devised to have our events on the share drive when able.
4. Show and Discuss NCC documents drive, website, & social media sites
 - Suzanne reviewed we google drive and how the access and reviewed how the documents are arranged.
5. NCC Roles/Responsibilities
 - a. review current roles and responsibilities
 - Craig reviewed the treasurer's role, Suzanne the secretary role, and Terry the chair. Discussion on articulated the other activities that members do that are not strictly part of the roles they occupy and understanding how to document the activities and put them in the new roles.
 - b. discuss cross training for newer members
 - Terry discussed the need to have new members participate with existing members in every role to ensure work is shared and new people can move easily into NCC roles.
6. MCC Grant Cycle
 - a. MCC member portal & account setup
 - Craig review panel MCC portal and how to find grants.

- b. MCC panel book from previous year as example
 - Craig reviewed panel book from previous year.
 - c. NCC excel workbook from previous year as example
 - Suzanne discussed the plan to reuse last year's workbook for handling grants. She will also send out the process document from last year for those new to grant cycle.
 - d. Review of grant timeframes and process for reviewing grants
 - Craig reviewed time frames for grants and addressed questions. Also reviewed how (method and timing) to approve and deny grants. Discussion on doing the process before the holidays, similar to last year.
7. Review 2024 Planning Method & Materials for Upcoming Planning Meeting
- Upcoming planning meeting discussed and project template reviewed for next meeting
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- Suzanne motioned to adjourn meeting, Jen seconded, approval all. Meeting adjourned at 8:10pm.