

Berkley Cultural Council
July 13, 2023 Meeting Minutes

1. Meeting called to order at 6:05pm. *Note: Carla Lyman acting chair.
In attendance – Carla Lyman, Arlene Medeiros, Jeanne Russo, Kelley Larabee, Susan Barrett. Absent: Stephanie Malloch, Angela Chang.
2. Minutes of June 15, 2023 distributed by email previously and read by Kelley Larabee. Three corrections noted - Motion to accept with those corrections by Arlene Medeiros, seconded by Kelley Larabee. All in favor.
3. Treasurer's Report by Arlene Medeiros (see attached)
 - Donation received from BayCoast Bank \$500 towards concert series
 - Balance of non-state funds currently \$4412.05, state 8775.45
4. Discussion of council membership and reorganization of board:
 - As per previous minutes Kelley can remain as chair under Safe Harbor Rule, reappointment next Wednesday
 - Susan, Stephanie and Angela all due to step off 6/2024 – can stagger these also as per Safe Harbor Rule – to be discussed at a later date when all 3 present
 - Jeanne reminds Susan, Stephanie, and Angela to visit Heather Almy (Town Clerk) to be sworn in
 - Jeanne intends to reach out to Kim Paull regarding joining council; Kelley will reach out to Barbara Miller; Susan will reach out to Maggie Littlefield
 - Susan will send letter to clerk with board members for 7.1.2023-6.30.2024
5. Mini Concert Series on the Common
 - Carla gave Melinda at Historical Museum a flyer to post and confirms electricity is on and accessible to us for concerts
 - Kelley to have Emily (first concert performer) come by Friday to check out and test run set up
 - If it rains heavy, Council will have to cancel concert – Kelley to check on cancellation fee with musicians
 - Kelley suggests Council purchases a pop-up tent to use at concerts and other events – after much discussion, a suitable choice is available at Ocean State – Kelley will pick up – Carla offers to store when not in use
 - Kelley ordered 2 yard-style signs with sponsor thank-yous noted
 - Arlene created 3 postings for cable station
 - Kelley has flyers Angela designed – distributed amongst council members to be posted and shared about town
 - Noted that with \$500 donation from Bay Coast Bank and \$250 from Malloch Construction (total \$750) the cost of entertainment for the series of 3 concerts is fully covered!

- Board of Health called Stephanie back yesterday and will waive fee for food trucks – Stephanie had already confirmed Friendly Fizz, and has left message with brick oven pizza truck
 - Carla contacted Taunton Gazette regarding an article, waiting for reply
 - Carla has not received a reply from Prestige/Common Crossing regarding sponsorship
 - Kelley suggests picking up waters, snacks and such at BJ's to sell if we are without any food trucks for concerts – Arlene motions to approve, Jeanne seconds, all in favor.
 - Reminder to council members to post and repost on social media platforms as able.
 - Kelley will let council members know what time to arrive next Thursday for prep and set up
6. Correspondence/additional topics/discussions:
- No correspondence has been received
 - Jeanne and Carla attended the Library's Tarot Card event (which council sponsored) and report was well-attended, well-received, and very fun
 - Arlene shares Friends of COA will be holding a Craft Fair again this year
7. Next meeting scheduled for Monday August 7, 2023 6pm.
8. Meeting adjourned at 7:11pm as motioned by Arlene, seconded by Jeanne, all in favor.