

Berkley Cultural Council
April 3, 2023 Meeting Minutes

1. Meeting called to order at 6:35pm. In attendance – Jeanne Russo, Carla Lyman, Stephanie Malloch, Arlene Medeiros, Kelley Larabee, Susan Barrett, and Angela Chang.

Introduction of Guest: Laura King, soon to be member of the council, is present and introduced.

2. Minutes of Feb. 6, 2023 distributed by email previously. One correction – Kevin Hamblet is correct spelling. Motion to accept with correction by Carla Lyman, seconded by Arlene Medeiros. All in favor by roll call.

3. Treasurer's Report by Arlene Medeiros (see attached)

- Request for reimbursement received from Berkley Middle School for \$500. Arlene to process tomorrow.
- Balance of non-state funds currently \$3912.05

4. Discussion of flag designs by Amy King: a mock-up print is shown to the council, orientation need to be rotated from horizontal to vertical. Jeanne requests remainder of discussion be tabled while she continues to gather additional necessary information.

5. Discussion of stationary design, also by Amy King. Unclear what quote of \$100 includes in regards to quantity of letterhead and envelopes. Council discusses which information to include in letterhead, decides on logo with decorative bar across top, include town address just beneath bar, street on left and town on right. Preference for self-stick envelopes with return address and log. Request quote for quantity of 500 letterheads and envelopes. Also ask Amy about paper color, perhaps a color other than stark white? Kelley to follow up on.

6. Ideas for 2023 Council projects

- Arlene presents breakdown of previous projects illustrating cost, gross, and net revenues. Relatively speaking Harvest Festival less beneficial than for example, wine tasting.
- Kelley – Chalk It Up – would like to do this again in Fall
- Wine Tasting at DeBucca's – Carla offers to look into
- Stephanie & Jeanne – Farmers' Market –
 - Council had previously voted for 3 monthly events on Wednesday nights July-September. However, Somerset also has their similar event on Wednesday nights, therefore suggest Council consider hosting ours on a different day? Perhaps increase to more than 3 events?

- Council discusses and feels starting small (i.e. with 3) is best, move to Thursday evenings 6-8pm on July 20, August 17, and September 21.
- Consider trying to obtain sponsors, eg Bay Coast Bank, Common Crossing, etc.
- Need signage for each end of common.
- Stephanie and Jeanne to write and mail letters to Berkley farmers to see what level of interest there is for participation.
- Link to Summer Concert series (see next bullet).
- Stephanie plays sample of acoustic guitar and flute song for Council, friend of hears who quoted about \$300 for performance.
- Jeanne will investigate capacity and reliability of electrical source on Common ☺
- Arlene cautions Council to be mindful of costs, eg banners and especially music, with non-state fund balance in mind

7. Correspondence/additional topics/discussions:

- Arlene announces COA Craft Fair will be on Sept. 16, 8am-4pm
- Discussion of Council membership rules: Members max out at 6 years. Kelley is up June 30, 2023; Angela, Stephanie, and Susan June 30, 2024. Kelley to follow up with Heather regarding expirations and original start dates for these members to confirm 6-year dates.
- Kelley shares email correspondence from Little Theatre Show asking how to submit invoice. Kelley sent link for and is also forwarding email to Arlene.
- Additionally Matt Rengold, previous grant recipient, reached out to offer printing services to Council.
- MA Cultural Council community announcement this month included that the governor has included in the FY24 budget and increase to MA Cultural Council budget of 11%
- MA Cultural Council also communicated Amplifying Youth Voices (on cultural councils) initiative. Kelley expresses interest and plan to attend forum April 25 at 6pm for more information.
- Arlene shares the History of the Beatles dinner and show at COA a huge success!!! 70 people in attendance and more had to be turned away...this event was sponsored by us ☺

8. Next meeting scheduled for Monday May 1, 2023 6:30pm.

9. Meeting adjourned at 7:50pm as motioned by Arlene, seconded by Stephanie, all in favor by roll call.