

Berkley Cultural Council July 15, 2024 Meeting Minutes

1. Meeting called to order at 6:06pm. In attendance –Stephanie Malloch, Arlene Medeiros, Kelley Larabee, Angela Chang, Carla Lyman, Jeanne Russo, Susan Barrett. No guests in attendance.
2. Minutes of 6.17.24 distributed by email. Motion to accept by Arlene Medeiros, second by Carla Lyman. All in favor. **Note Angela Chang and Susan Barrett cannot vote on matters tonight as reappointments are still pending.
3. Treasurer's Report from Arlene Medeiros:
 - Received confirmation from town that \$6800 state allocation has been received.
 - Received 2 requests for reimbursement: Waterman History Museum and Berkely Public Library Mr. Vinny
 - Balance of state funds \$7078.47, non-state \$4842.93
4. Membership discussion from Kelley Larabee:
 - Jeanne Russo and Arlene Medeiros currently appointed through 2026
 - Kelley Larabee previously appointed through 2026
 - Carla Lyman currently appointed through 2025
 - Stephanie Malloch now appointed through 2025 and will step off at that point for 1 year
 - Susan Barrett currently expired, awaiting reappointment through 2026 and will step off at that point for 1 year
 - Angela Chang currently expired, awaiting reappointment through 2027 and will step off at that point for 1 year
 - This schedule of staggered step-offs by Stephanie, Susan, and Angela will serve to satisfy state guidelines of stepping off after 6 consecutive years while still maintaining the functionality of the council
 - Kelley will follow up with Heather (Town Clerk) to confirm all
5. 2024 Concert Series Updates and Discussion regarding upcoming concerts/farmers markets:
 - Next concert is this Thursday, July 18th, 6-8pm and features Emily Narwocki as the artist.
 - Vendors are Pop's Mobile Pizza and Katey's Kitchen.
 - Stephanie has reached out to a number of ice cream vendors for this concert but no luck yet.
 - This concert also includes a Farmers Market 5-7pm. Expecting about 10 vendors.
 - Council discussed (for next year) the possibility of a large banner to hang across road advertising the entire series of concerts. Angela Chang to work on design, etc.
 - For this year purchasing 2 banners listing all dates to be posted at either end of common. Angela working on final design to then order.
 - Per Kelley Kevin (musician) has incorrect concert time posted on his site. Stephanie will follow up with him to correct.
 - Per Angela Chang giveaway bags with council logo are now in production. Ordered 100 for \$340. These should arrive in time for concert & market this Thursday. Council can order more for September date if happy with.
 - Per Kelley town ordered council's Amazon supply list (tent, tablecloths, etc) which arrived today – hooray!
 - Council is planning to conduct community survey (as required by MA Cultural Council) at September concert/farmers' market
 - Per Stephanie Kona Ice-cream booked for August 1st concert 😊 Stephanie unable to attend so Kelley will serve as contact person.
 - Stephanie asks council's thoughts on LaLoncherita food vendor at first concert – those who tried liked and appeared well-received by concert-goers.
 - Jeanne has accumulated a number of small trinket giveaways including post-it note pads, pens, etc.

- Kelley made inquiries to a few state agencies regarding a sign language interpreter for concerts. Per agency site last year's rates topped out at \$83/hour – we had budgeted for \$100/hour. Kelley will complete application for remaining concert dates and will report back results and details.

6. Correspondence and unanticipated topics/discussion:

- Received an email from 1 of artists that had submitted for logo contest a few years back, noting that available for such work if needed?
- Stephanie delivered donation check from Malloch Construction for sponsorship.
- Stephanie brought an invoice for self as paid last concert musicians cash, gave to Arlene to be submitted for reimbursement.

7. Meeting adjourned at 6:53pm as motioned by Carla, seconded by Arlene, all in favor. Next meeting date: Monday August 12, 2024, 6pm.