

Berkley Cultural Council June 4, 2025 Meeting Minutes

1. Meeting called to order at 6:10pm. In attendance –Kelley Larabee, Stephanie Malloch, Angela Chang, Jeanne Russo, Arlene Medeiros, Susan Barrett. No guests in attendance.

Motion by Angela, seconded by Arlene, to take agenda item #6 out of order. All in favor.

6. Correspondence and any unanticipated topics/discussion

- Treasurer's Report from Arlene: no changes from last month save one correction of grantee being the Berkley Middle School, rather than the Berkley Community School.
- From Kelley: per Matt yes the council can solicit donations (eg raffles, GoFundMe) to support our programs. Any such monies should go to the Treasurer and be deposited in a special "gifts and donations" account. Ashley H will need to create this account for us. Arlene spoke with Accountant and she will set up. Kelley asks if we could use a Venmo account, and avoid fees at GoFundMe, etc. Angela will work with Arlene to set up a Venmo.
- No other correspondence or unanticipated topics.

2. Minutes of 5.5.25 sent by email for review. Motion to approve by Jeanne, 2nd by Arlene. All in favor.

Motion by Arlene to take agenda item #4 out of order. Seconded by Stephanie. All in favor.

4. Council Flag Design and Order Discussion

- Mock-ups of flag design were presented to the council by Arlene. Council votes for design with slanted text, colored background in green. Angela and Jeanne will review various vendors and costs to order two 7.5foot banners, double-sided, with stakes and carry cases. Arlene motions to increase budget for these from \$250 to \$500. All in favor. Note that \$250 donation received specifically for these flags, so council funds will cover remainder.

3. Vendor Fair update/discussion

- Per message from Katie went fairly well, especially considering poor weather. 13 vendors had signed up, 3 were no-shows, 1 cancelled. She raised \$325 in vendor fees, \$94 by raffles, for a total (rounded up) of \$420. She will be donating half (\$210) to council, other half to the library 😊

5. Summer Concert Series & Farmers Markets updates/discussion

- Kelley heard back from BayCoast, they will be sponsoring in the amount of \$250.
- Kelley tried to order signs but unexpectedly found out that BP cannot do. Contacted Amy King who quoted \$300 for ten 24x36 inch signs, double-sided, 7-10day turn-around time. We could also order online again from Signs on the Cheap, same order would cost \$247.94 and would receive by 6.17 (2 days prior to first concert). Arlene motions to order from Signs on the Cheap, Stephanie seconds, all in favor.
- From Kelley: email from Molly Lima asking if could do a lemonade stand fundraiser for son's baseball team (in BAA, 8U) at July 17 concert. Already received approval from Matt and BOH (even though not prepackaged, BOH more concerned with actual food items and ok with lemonade). Motion by Jeanne to approve, seconded by Stephanie, all in favor.
- Kelley shares with council draft letter seeking sponsors. Council thought fantastic across the board 😊 Arlene motions to accept, seconded by Stephanie, all in favor. Kelley will mail to targeted list of sponsors (about 10), plus a few from Stephanie's list. Stephanie taking care of 2 in particular.
- From Stephanie: Has not heard back from What's Up Cupcake, so we could still use a dessert vendor for June 17 and Sept 18. If anyone knows of one feel free to reach out. If no ideas by Friday Stephanie will ask Kona Ice, who is already attending the other 2 concerts.
- From Stephanie, in regards to potential bakers for farmers markets, bread lady has been unable to reach BOH regarding permitting – Stephanie will try to contact BOH. Another baker, Courtney, also possible.

- Stephanie confirms 13Star Hot Sauce is coming to Farmers Market.
- Sadly, Wagglebees cancelled, so we could use another honey/salsa vendor.
- Stephanie reports overall have 10 confirmed vendors for July, 11 for September.
- Stephanie asks the council thoughts on wooden bowl vendor, wood flag vendor – acceptable or too craft-fairish? Council likes idea, Stephanie will think over and contact.
- First concert is Thursday June 19th with Paul Sarno, 6-8pm. Susan will stop by Berkley Historical Museum that Tuesday to make sure outdoor power outlet is turned on.
- Set-up to start around 5pm.
- In regards to sponsorship signs, council will wait a couple of weeks to obtain said sponsors and then Kelley can order signs. Council preapproves up to \$200 for said signs as per motion by Stephanie, seconded by Arlene, all in favor.

7. Adjourn 6:37pm as motioned by Arlen, seconded by Stephanie. All in favor. Next meeting set for Monday July 14th at 6pm.