

Berkley Cultural Council
Feb. 3, 2025 Meeting Minutes (corrected)

1. Meeting called to order at 6:09pm. Kelley Larabee, Carla Lyman, Jeanne Russo, Arlene Medeiros, Angela Chang and special guest Katie Miller in attendance.

1a Carla makes motion we take item#5 (SBRHS Student Vendor Fair Event) out of order. Arlene seconds the motion.

1b Guest Katie is a SBRHS student who wants to run a craft and vendor fair on the common for her capstone project. Her project is small business and struggles. Needs a sponsor for the insurance. She plans to donate money raised to Berkley library.

- Potential Dates:

End of May or rain date the weekend after. Other dates to plan around: Town election June 2nd? Mothers day Sunday May 11, 2025; Dump open Saturdays 8-3:30 pm, people will be out and about

- How to make money running the concerts? Prepackaged snack sales; raffle; sponsorships; vendors from prior years – she might contact COA, Stephanie, Eden, Cherise. Connect with the Celebrations committee on their schedule (they had an end of summer event planned).
- Advertising – She'll ask friends at BP graphic arts to make posters. Another friend who is doing marketing at DRHS.
- Common use form – Follow up: she'll fill it out with us as the sponsor. Kelley will sign it.

Angela makes a motion to sponsor Katie for the craft and vendor fair happening in May. Arlene seconds. All in favor.

Follow up: Angela will email Katie the minutes. Katie leaves the meeting.

2. Minutes from 11.4.2024. Carla makes a motion to approve minutes from 11/4/24. Arlene seconds. All in favor.

3. FY2025 Grant Applications Discussion. Angela working on FY2025 Grant Brochure. BMS project location. Follow up: Angela will send a prototype flyer to the group for revision and comment on.

Unexpected discussion. The budget administrative funds carryover from 2024 of \$257.71 last year needed adjustment. Will be regranted in FY2026. The current balance of FY2025 admin funds is now \$93.00. All is okay.

4. Summer concert series. Discussion about food. People were happy with the hotdog and Mexican food offerings. Pizza truck wanted for all four. Katie for two. And then mix it up with the other two vendors. Stephanie asks us (via Kelley) what other vendors we might want. Definition of artisans (potters)) vs more common crafts.

Arlene sharing info for the company bluewaveprintng.com She brought an example sign with dimensions 2'x 3'. Each sign costs \$22.40 to \$50. Stakes are. \$2.65 each for 15" stakes. We measure that 2" high letters look medium. 1.5" high letters is the smallest readable letter. 3" is measured for the big letters. This year, we might have one sign with all the concerts listed.

We'd use fewer signs and make it bigger, and more information on each sign. Last year we spent \$506 for 60 signs, we ordered 10 of each one, and they were much smaller and harder to read, and had to be swapped out weekly. Locations planned: Corner of Friend St & Bayview, Elm & North Main, Elm & Bayview, Berkley Heritage Park bridge ends, two on the common, and a few more. Perhaps order 10 signs. Spending about \$500 planned. Follow up: Kelley will ask BP if they'll help make signs again. Angela will make a canva mock up for the sign and share.

5. SBRHS Student Vendor Fair already discussed. See 1b.

6. Additional items. Jeanne plans to work on flags.

7. Correspondence. Arlene communicated with people who did not get their grants. A few grantees did not use their grants. Berkley Community School (Walker between worlds) \$500 did not use it and so it will be regranted. The following are grants that were not yet reimbursed for FY2024.

- Applause Academy \$316, have not heard from them. They had merged with another company.
- Little Theater did not know about their \$250 grant.
- Nemasket River productions we have not heard from them.

Carla makes a motion to allow these three to extend the grant request for reimbursement till the end of Feb. 2025. Arlene seconds. All approved. Follow up: Arlene will notify grantees.

8. Question to allow administrative funds for \$257.71 to be regranted in 2026. Right now the balance is \$6,407.21 total funds, with \$2,324.46 of that in State and \$4,082.75 in Non-State Funds. Administrative funds for FY2025 have \$93.00.

9. Next meeting March 3, 2025 at 6pm. Arlene makes a motion to adjourn at 7:12pm. Jeanne seconds. All in favor.