

BCC Berkley Cultural Council
March 3, 2025 Meeting minutes

1. Call to Order 6:16pm called to order, Kelley Larabee, Stephanie Malloch, Arlene Medeiros,, Angela with attending with guest Katie Miller. We began with a moment of silence in honor of our beloved member Carla Ross Lyman. Carla was the person who asked Kelley and Angela to join.

2. Vendor Fair Update. Kelley and Katie plan to go next Wednesday to the Select Board Meeting to approve the Common Use form for the Vendor fair. The Vendor Fair is scheduled for May 10th, Rain date May 17, open 9-3pm to the public. We're applying for the time of 8AM -4PM to include setup and breakdown. Vendors and organizers will have 1 hour for setup, 1 hour for breakdown.

We reviewed the Vendor Form from Katie, discussed the following topics:

- Remove cost of what to charge each vendor, suggested charge \$25 for this first time
- Take off electricity needed question
- Question about food, need for paperwork depending on what the Jim Rromano, Board of Health says. If a Church fundraiser wants to sell food, it depends on what the BOH says.
- Discussed potential volunteers from other student volunteers, Girl/Boy scouts.
- Plan for Cultural Council tent to be present.
- Looking for food vendors potentially could come. County Fair Hot dogs. Pops Brick Oven Pizza (Brian), Maybe Kona Ice of Taunton? Followup: Stephanie will share details with Katie.

Followup: Once we get approval from Selectmen, we can start advertising the date May 10th, Rain date May 17 9-3pm. Angela will send Katie the minutes.

3. Meeting minutes for 2/3/25 reviewed. Arlene corrected the date and her last name, and minor edits to bluewave being a suggestion, not an avenue for research by Arlene. Arlene makes a motion to accept the corrected minutes¹. Stephanie seconds.

4. 2025 Grant Flyer reviewed. There were corrections to some names: Add second S to Carla Ross Lyman, Kelley's name spelled with two L's and she is Chairman, not co-Chairman. Followup: Angela will print about 30 copies for distribution to school, library, town hall.²

4. Summer Concert Series and Farmers Market. Kelley will also be representing the council next week to request dates for the commons use. It is on the agenda for the next selectmen meeting next Wednesday. No update on the BP Sign, Kelley is waiting to hear back from BP.

Stephanie reports food vendors and performers confirmed:

Food


- June19 Pops and La Loncherita
- July 17 Pops and Katie's Kitchen
- Aug 21 Pops and Katie's Kitchen
- Sept 18 Pops and Country Fair Hot Dogs

potential dates for What's Up Cupcakes (June Sept) and Kona Ice of Taunton (July August))

Entertainment all confirmed*

- June 19 Timmy Brown (*confirmation in process pending contract)
- July 17 Kevin & Tom
- Aug 21 Emily Nawrocki
- Sept 18 Movin N

¹  BCC2025Grant Awards .pdf https://drive.google.com/file/d/1k2k_Uvk9dtsfLfhb2CHKrTauGoY1iYvq

²  BerkleyCulturalCouncilMinutes 3.3.25
<https://docs.google.com/document/d/1Aicbn-zkWLFR1CS3OfYECeBZERGdOEwHYx5vVabLh4>

We next discussed funding and other planning needs for the concerts:

- A. Sponsorships: We need help with Sponsorship. Costs we're planning total \$1650: Timmy and Move N On is confirmed for \$500 each. Kevin and Tom \$400. Emily \$250.. Suggest everyone sign up to reach out to two sponsors. Maybe some Berkley stores: Doughlicious, Mark of Healing, Liquors store (Tommy George performer is a proprietor), New Dunkin Doughnuts
 - a. We should develop a letter for sponsorship. Would be nice to solicit sponsors by sending out a copy of the sign, maybe a flyer, and sponsorship letter.
- B. Farmers market places: If you have any ideas send them to Stephanie. Angela suggests Humble Hands Farm. We received the Baycoast Bank sponsorship, it was less than last year.
- C. Signs: We next talked about Signage. We liked the less [cluttered sign](#) with no sponsors, just the dates and performers. We might add the sponsors to on-site signs to get displayed at the event.. This year we talked about not having a big sign at the commons. We'll just print out multiple 2'x3' discussed at the Feb. 3 meeting and use one of those on either end of the common.
- D. Drinks: Looking for suggestions for drink vendors. Last year we had Friendly Fizz. The library also did a night of selling drinks. It would be good if the drinks were near the food vendors.
- E. Speaker/Emcee: We should have someone speak to open the event and let people know where things are, what things are coming up, welcome the guests and introduce the performers.
- F. Market Vendors so far: Candles, Pottery vendor in September not July. Alpacas in September but not July. We may be able to invite Katie's vendor fair vendors.
- G. Other fundraising avenues. We need to figure out how to make the concerts pay for its costs.
 - a. Can we ask for donations? Fundraiser?
 - b. Plan is to charge \$15 next year. In the past, some vendors made donations. Perhaps ask vendors to donate an item for raffles for a profit?
 - c. Followup: Kelley will ask about what is allowed and not allowed
- H. If someone has to submit invoices for the concert, they need to submit their invoice and W-9 by mailing it to the town hall addressed to Berkley Cultural Council. They can submit an invoice prior to the event, but it won't get paid until after the event happens.

Followup: Once we get approval from Selectmen, we can start advertising the dates for the concerts. Once all performers and vendors are confirmed, we can advertise them as well on the adverts. Once we get the sponsors, we can make a sign to be displayed during the concert to thank them. Kelley will let us know about the date's approval. Stephanie will let us know as the performers and vendors are finalized. Angela will send some mockups for review. All of us should keep an eye out for drinks and market vendors and sponsors once we get the dates and performers finalized.

6. Correspondence and Unanticipated Topics

- Arlene shared the Treasurer's report.
 - a. Two reimbursement requests from FY24
 - i. Applause Academy \$316
 - ii. Little Theater \$250
 - b. We did not get any reimbursement request from Nemasket River Productions that was due at the end of February, so it rolls over \$250 to be allocated next year.
 - c. Right now the balance is \$5841.21 total funds, with \$1758.46 of that in State and \$4,082.75 in Non-State Funds. Administrative funds for FY2025 have \$93.00.
 - d. Arlene reports that \$7k was received from the state on the 15th.

7. Next meeting April 7 @ 6pm Arlene motions to adjourn the meeting at 7:27pm. Stephanie seconds. All in favor. Followup: Kelley to check that date works for Jeanne.

- Membership - We discussed the quorum will be difficult with the loss of a Carla. According to 6/7/24 minutes, we had staggered absences. But now we need a waiver to keep Stephanie on because there are no other council members at the moment for quorum if Stephanie steps off. For the next meeting Sue is away. Arlene is on vacation. It will be just Angela, Kelley, Jeanne and we need five. Followup: Angela will make a Facebook ad for new Cultural Council members. Also, keep an eye out for new people. Kelley will see about a waiver for Stephanie so we'll have a quorum in April.