Minutes

August 1 2018

7:30

Stow Town Building

Present: Jenni, Alex, Amie, Angela, Rachel, Rick

1. Review Minutes
	1. 5.3 minutes accepted
2. Old business
	1. Update on finances and reimbursements
		1. Reimbursements in process
		2. Treasurer wants deposits to be processed in person. Reimbursements can be left in box.
	2. Remaining tasks in Google Drive organization and SOP project
		1. Follow up with Shawn on marketing SOP
		2. Hector needs to follow up on Google
		3. It would be helpful to have standard way of recording our dates by fiscal or calendar year
	3. Coordinating artwork for Community Center
		1. Angela contacting Courtney. Trying to create standard practices for shows.
		2. Discussion of expanding the show into the small room off the main hall. Need hardware (and lighting?). The side room could also be used for 3-dimensional work. Decision is to wait for now and see what submissions we get.
		3. Shows will be hung for one month. We provide the hanging hardware and will have them signed out to keep track of hardware. Someone from Council should deliver the hangers and explain how to use them.
		4. Discussion of publicity for new art shows and the grant applications. Need additional page on web site to clearly differentiate grant applicants and art show applicants.
	4. Checking mailbox schedule
		1. Need a better schedule. Jenni to set up schedule
3. New business
	1. Talent show (needs name…”Open Stage”)
		1. High school and up
		2. Location: Town Hall or Hale?
			1. Angela knows person at Hale. To put her in touch with Alex to research.
			2. Angela to check with Courtney on schedule.
			3. Date: early November … depending on site. Friday nite preferred. 7-9PM
				1. Publicity in October
				2. Want a sign-up sheet. Need some details so we can determine order and any logistics required re lights, mikes, etc. These have to be walk-on acts with no set up required. On and off the stage in 7-10 minutes.
				3. Will need help with sounds and logistics. Maybe a school AV club?
				4. Check with Stow TV (Jonathan Daisy)
			4. Snacks … soft drinks
	2. Advertising for grant application
		1. Stow Independent, Action Unlimited, Beacon. Last year we also did Globe.
		2. Post on FB page first.
		3. Need to build broader understanding of Cultural Council. Begin with article in paper covering our fall activities (talk to Stoe paper.)
		4. Need to announce by mid Sept. Prepare press release for review.
		5. First need to update our funding priorities on MA web site. Done. We approved the existing priorities.
4. Schedule next meeting
	1. Sept 5 at 7:30

Adjourned at 9pm

Minutes submitted by Rick