

**Meeting Details:** 04/05/2022 7:30 - 9:00 PM, Training Room, Municipal Building.

**Attendees:** Kaye Kelly, Lillian Gould, Jamele Adams, Sarah Cronin, Pushpa Jangareddi, Shelley Green, Patrick Kinner, Rev Jacob W. Juncker, Venus Senjam, Olivia Kinner

**Meeting Minutes:**

1. March meeting minutes approved
2. \$155.83 approved to be reimbursed to Kaye Kelly for expenditure incurred for marketing materials. This bill was generated by Allegra Prints. Sarah has reviewed the bill. Sarah will discuss monthly re-reimbursement next meeting onwards
3. FCC to use the town's systems (UniPay or ViewPoint) for financial transactions
4. **Metrowest Arts & Cultural Symposium**

Kaye shared the following

- a. 28 attendees have registered till date. Members to help forward 5 emails each to the local Cultural Council/local cultural district, Local Art Association, Art Venues, Musician, APAC Framingham. Format of email to be provided by Kaye.
- b. Kaye is trying to collaborate with Franklin Cultural District and Norfolk Cultural Council
- c. Franklin Cultural District
  - i. will donate pens
  - ii. has secured High School Volunteers
  - iii. has liaised with High School Jazz Band to play at Symposium
  - iv. has liaised with High school to display art pieces by students
  - v. has liaised with High School Spring Ensemble to perform
- d. FCC will not be partnering with Mass Creative
- e. Speakers at Symposium
  - i. Kelly Grill, Executive Director, Hopkinton Center for Arts, speaking on "Building Community through Arts"
  - ii. MCC representatives will be speaking on "Arts Equity and Festivals and Community Celebrations"
  - iii. Steve Sherlock to speak on "Using social media to boost Art Organizations"
- f. All town Counselors have been invited
- g. Expected expenditure
  - i. Proposal to offer \$250 honorarium to Kelly Grill
  - ii. Proposal to sponsor lunch for High School students and Teachers. Total expected cost is \$260 (\$13/lunch for 20 lunches)
  - iii. Payment to Michael Bob and MCC representatives for speaking at Symposium is yet to be confirmed

- iv. Proposal to give gifts to attendees e.g. notebook with the logo of Franklin. Estimated budget for gifts is \$10/item. Pushpa to get more information on options available for the gifts
- h. Olivia to liaise with Allegra Prints to print lanyards with name and FCC logo for all the members, including Olivia

## **5. Franklin Cultural Festival 2022**

- a. Olivia shared a list of Food Trucks based on categories, region, and reviews. She will continue to work with them on bookings
- b. Options to set up water bottle booths were discussed. FCC may set up its own booth or coordinate with food trucks
- c. Artisan & Vendors:
  - i. Shelly is working on vendor bookings
  - ii. Kay and Shelly suggested having a separate email-id for communicating with Artisan & Vendors. This will help streamline communication with artisans and vendors. Kay is in touch with the town Treasurer for getting a separate email-id for this
  - iii. Shelly is working on Electronic payment option for artisans and vendors through ViewPoint for payment of registration fee. This needs to be set up by 15th April
  - iv. Try to have new vendors every year instead of repeating the same
  - v. Approximately 50 vendor booths are being planned
  - vi. The fee for artisan or vendor booth is \$75 and \$150 for food trucks
- d. Discussed vendor eligibility for booths. Jacob proposed using cultural district map to decide eligibility. There was also a discussion on non-profit and for-profit organizations' eligibility. The proposal there is to require for-profit organizations to pay for the booth while non-profits can get a booth without having to pay the fee. This needs to be discussed further in future meetings
- e. Responsibilities -
  - i. Community Unity Graden - Sarah
  - ii. Entertainment - Kaye reaching out to the Israeli Group. Kaye, Pushpa & Venus to discuss Indian entertainment. Performance by Franklin High School Theater
  - iii. Banners - TBD
  - iv. Table rental - Venus
  - v. Sponsorships - Jamele
  - vi. Thank you notes and follow-ups after the festival - Venus
  - vii. Appreciation Certificates - Venus (draft format shared in the meeting)