



**TOWN OF UPTON, MASSACHUSETTS**  
Upton Cultural Council

**RECEIVED**

By M. Denise Smith at 3:55 pm, Sep 13, 2023

**Agenda**

Date: Tuesday September 19, 2023

Time: 7:00 PM – 9:00 PM

Virtual Meeting

**Microsoft Teams meeting**

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 226 593 085 587

Passcode: bD9APE

[Download Teams](#) | [Join on the web](#)

**Or call in (audio only)**

[+1 469-262-1735,,368789212#](#) United States, Dallas

Phone Conference ID: 368 789 212#

[Find a local number](#)

1. Call meeting to order, roll call of members
2. Review agenda, vote to approve.
3. Review and approve meeting minutes from 8/29/23
4. Treasurer's report
  - Funds distributed
  - UCC funds available
5. Update: FY 2023 Grants and dates of events:  
<https://docs.google.com/spreadsheets/d/1Bsj1twlQHGTjWLdBc-nBjZ0aHjZo09Z6yPe51kDdGk/edit?usp=sharing>  
BVT Multicultural event: 10/27/23
6. Upcoming Grant cycle dates
  - August 31, 2023: Deadline to update your local guidelines and priorities (done)
  - September 1, 2023: LCC online application opens
  - September 30, 2023: Heritage Day
  - October 17, 2023: LCC application deadline
  - October 17, 2023: Deadline to complete first and second section of your Financial Report
  - January 17, 2024: Deadline to complete your Annual Report by submitting your Grant Decisions Report

7. Discussion on what event UCC can bring forward that most benefits the community.

-Megan: update on Genealogy workshop

-Saturday 10/28 from 10-12 am at the Upton CC

8. FY24 Council members and open positions

Secretary

Social Media Manager

10. Fundraising and UCC promotion:

-Heritage Day: Saturday September 30, 9-2. Table fee waived.

-Glasses and coasters for sale. Raffle for quilt and beach parking pass

-Who can attend?

-What do we need: see attached

11. Public Comment: Members of the public may present concerns regarding committee work or resources for additional investigation or other matters

12. New Business: Any matters that may not reasonably be anticipated by the chair that could be raised during the public comment period, by the public through any other means, or by other members of the committee.

13. Next meeting date – Tuesday October 17, 2023 (third Tuesday of the month)

14. Vote to Adjourn

## UCC Heritage Day List

1. *Set up 8:00 – 8:30 Upton Town Common*
2. *See Town for assigned location*
3. *Bring a table*
4. *Suggest bring camp chairs*
5. *Popup tent (helps stabilize the banner)*
6. *Table cloth – Lyn will drop off to...*
7. *Banner – Lyn will drop off*
8. *Sign of grants approved from last year*
9. *Cash box – Megan*
10. *\$50.00 front money in small bills for cashbox – deduct at end of day*
11. *Clipboard with deposit slip for the town, copy of raffle license – Lyn will drop off to member*
12. *Business cards – Megan*
13. *Tissue paper and newspaper to wrap glasses*
14. *Price sign and sign up sheet for potential members*
15. *Table decorations \*ie. pumpkins, fake leaves, etc)*
16. *Lollipops/hard candy*
17. *Bags – Lyn will drop off some small brown bags from last year. Anyone have extra bags for glasses and coasters?*
18. *Raffle tickets- needed*
19. *Raffle jar – Lyn will make and drop off*
20. *Suggestion of fall decorations on the table and fill a glass to be sold with candy.*