



## TOWN OF UPTON, MASSACHUSETTS Upton Cultural Council

### **Minutes**

Date: Tuesday August 29, 2023

Time: 7:00 PM – 9:00 PM

Virtual Meeting

1. Call meeting to order, roll call of members
  - Meeting called to order at 7:07pm
  - Members present: Jennifer, Megan, Lyn, Robin, Kate, Shelly
2. Review agenda, vote to approve
  - Motion to approve: Lyn
  - Second: Shelly
  - No discussion.
  - Motion passes
3. Review and approve meeting minutes from July 27, 2023
  - Motion: Megan
  - Second: Kate
  - No discussion.
  - Motion passes
    - Lyn and Robin abstained as they did not attend July 27 meeting
4. Treasurer's report
  - Funds distributed: \$7,084.00
  - Lyn sending out emails to recipients who have not submitted their invoices
  - UCC funds available: \$602.18
  - Upton will be level funded for the next year at \$6,900.
  - Discussion about requesting funds from the Town for events – put on May Town Meeting?
  - Vote to approve Treasurer's Report with one correction by Shelly Glassman as to category for deposit of fundraising funds (clarification)
  - Motion: Megan
  - Second: Robin
  - Motion passes
5. Update: FY 2023 Grants and dates of events:  
[https://docs.google.com/document/d/142evlM\\_Fpz6a32Rn1o2Z\\_7TGdDBPmOtJOhCuu0erXtg/edit?usp=sharing](https://docs.google.com/document/d/142evlM_Fpz6a32Rn1o2Z_7TGdDBPmOtJOhCuu0erXtg/edit?usp=sharing)
6. Upcoming Grant cycle (September):
  - How to promote it

- Press releases for Upton Free Press and Milford Patch – Megan
- Banner to be placed on Risteen Building – Lyn
- Email contact to schools serving Upton - Jenn
- Post paper flyer at Library
- Contact LBGTQIA+ leader at Nipmuc letting them know of grant cycle - Megan
- Shelley to ask Library about sharing application notice and events to Upton Library site
- Council on Aging newsletter? Discussion on whether needed.

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

- Update on Genealogy workshop – Megan
- Megan working on dates with Seema Kenney for October or November. For now, one session to start with.
- 10-12 on a Saturday at the Community Center
- Limit of 25 people?

8. FY24 Council members and open positions. Role changes must be reported to MCC by October 17

- Chair and Co-Chair
  - Megan and Lyn each must step down from roles and vote for one year starting next fiscal year
  - Megan proposes Jenn to co-chair with Megan this year and Chair next year
  - Motion: Megan
  - Second: Kate
  - Motion passes
- Treasurer
  - Motion proposing Robin to be co-Treasurer with Lyn this year and Treasurer next year
  - Motion: Megan
  - Second: Kate
  - Motion passes
- Secretary and Social Media Manager
- Discussion as to Secretary and Social Media Manager to be tabled until next meeting when Alice is present

9. Heritage Day – September 30

- Will be selling remaining glasses and coasters
- Discussion as to staffing – to firm up next meeting
- Discussion of handmade quilt as raffle item; everyone supportive of idea
  - Motion to raffle quilt - Shelly
  - Second: Jenn
- Motion passes
  - Lyn to obtain raffle permit from town

10. Next meeting: Tuesday, September 19 at 7:00pm

- Motion: Megan
- Second: Shelly
- Motion passes
- Meeting adjourned at 8:30pm