



TOWN OF UPTON, MASSACHUSETTS Upton Cultural Council

Minutes

Date: Tuesday September 19, 2023

Time: 7:00 PM – 9:00 PM

Virtual Meeting

1. Call meeting to order at 7:06, roll call of members
 - Present: Robin, Kate, Shelly, Megan, Jenn, Lyn, Alice
2. Review agenda, vote to approve.
 - Motion to approve: Shelly
 - Second: Kate
 - No discussion
 - All in favor
3. Review and approve meeting minutes from 8/29/23
 - Defer until next month
4. Treasurer's report – Lyn
 - [Treasurer's Report](#)
 - Funds distributed - \$7984
 - UCC funds available – \$602.18
 - Lyn filed raffle application – good for one year
 - MCC will fund UCC \$6900 next year – level funded from current year
5. Update: FY 2023 Grants and dates of events
 - BVT Multicultural event is being held 10/27/23
6. Upcoming Grant cycle dates
 - August 31, 2023: Deadline to update local guidelines and priorities (done)
 - September 1, 2023: LCC online application opens
 - September 30, 2023: Heritage Day (see below)
 - October 17, 2023: LCC application deadline
 - October 17, 2023: Deadline to complete first and second section of our Financial Report
 - Extended to the grant voting meeting
 - January 1, 2023: File annual report for Upton Annual Report
 - January 17, 2024: Deadline to complete our Annual Report by submitting our 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 Community Center
 - Sign up discussion – Google doc? Call or email Megan?
 - Megan will create a Google Form
 - Will share link via socials
 - People can register via phone call or email to Megan, who will add registrations to the form

- UCC members in attendance - please take a few photos to share with Alice for socials
- Megan will talk to Seema about promo stuff, or Alice can create as needed

8. FY24 Council members and open positions

- Secretary and Social Media Manager
 - Motion to appoint Alice as recording secretary: Lyn
 - Second: Megan
 - Discussion: Alice is planning to take a year off in April and a new recording secretary and social media manager will have to be appointed at that time. Alice will fulfill the roles until that time.
 - All in favor

9. Fundraising and UCC promotion:

- Heritage Day: Saturday September 30, 9-2. Grateful to Upton Historical Society for waiving the table fee.
- Glasses and coasters for sale.
- Raffle for glasses, coasters, and beach parking pass (Upton kit)
 - Raffle to be drawn that day.
 - Designated jar for this raffle
 - 1 ticket for \$5, 3 for \$10
- Raffle for quilt
 - Raffle to be drawn at Grant Review meeting in December
 - Raffle will be promoted on social media
 - Tickets will be sold at all upcoming events and by UCC members
 - 1 ticket for \$5, 3 for \$10
 - Shelly and Lyn will take a photo of the quilt to send to Alice for promotion
 - No online sales
- Heritage Day on Upton Town Common (Town Hall if raining)
 - Robin & Jenn will set up. Shelly can be there in the am. Kate, Alice, Lyn, Megan not available
 - Jenn will bring:
 - table
 - pop-up canopy
 - cash box
 - business cards (from Megan)
 - raffle tickets (from Megan)
 - tissue paper and newspaper to wrap glasses
 - autumn table decorations
 - price sign and sign-up sheet for potential members (from Megan)
 - Robin will bring:
 - tablecloth (from Lyn)
 - banner (from Lyn)
 - poster of list of grants approved last year
 - \$50.00 small bills for cashbox – deduct at end of day
 - clipboard with deposit slip for the town, copy of raffle license (from Lyn)
 - lollipops & hard candy
 - bags for glasses and coasters (from Lyn)
 - raffle jar for Upton kit (from Lyn)
 - Shelly will bring:
 - quilt
 - raffle jar for quilt

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

- No public comment

11. 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.

- No new business

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

13. Vote to Adjourn 8:40

- Motion: Robin
- Second: Jenn
- All in favor

