Boxford Cultural Council
Agenda
February 8, 2022
11:30 AM

<u>Join Zoom Meeting</u>
https://us02web.zoom.us/j/88123678464?pwd=alRNWGdTL0pNeldwb2RUNzZtdFBEUT09

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<u>Attendance & Old Business</u>

1. Discussion & Vote to Accept **Minutes of January 11, 2022**
2. Final **FY21 Financial Report** (Sue)
3. FY22 **Denial Letters** emailed by **1/13/22** (except 1 on 1/31)
4. FY22 **Award Letters** can be emailed on or after **2/15/22**
5. FY22 **Extension Letters** emailed on **2/1/22** (Matt DeAngelis & Delvina Theater)

<u>New Business</u>

1. Decide if practical to explore **Lincoln Hall** for extension grant programs:
   a. Three Delvina Theater programs in collaboration with Library & COA
   b. Matt DeAngelis Concert

2. Discuss **BCC Town Arts Event** - scope & involvement of members
   a. Brainstorm *Quality Assurance Criteria* for BCC Town Arts Event (Steph)
   b. Identify considerations for BCC Town Arts Event: Date(s), Name, Publicity, Parking/Public Safety, etc.
   c. <u>Note</u>: a brief **Agenda** for each Planning Committee Meeting needs to be posted with Zoom info

Next Steps

1. Email **FY22 Grant Award letters & Reimbursement** Forms (Steph)
2. **Publicize FY22 Grant Awards** via social media including posts on all Boxford FB pages & begin compiling list of PR Steps & Platforms/Media, etc., for **BCC Guidebook** (Sidney)
3. If we decide to explore use of Lincoln Hall as **alternate larger venue**,
4. contact COA & Library to assess interest in using **Lincoln Hal**l "CoVid spacing" & follow-up with Delvina & Matt DeAngelis. (TBD)
5. **Event Planning Committee** (TBD)
    - Schedule & Post Agendas via email to Leanne & Robin at Town Hall for Event Planning Committee Meetings
    - Email Planning Committee Agendas to Committee members & rest of BCC
6. Supplement **BCC Secretary Guide**: How Zoom information is added to Agendas (Steph)
7. Other:

Next Meeting: TBD

Adjournment

Posted on Monday, January 31, 2022 at 2:23pm by Robin Phelan, Town Clerk