



TOWN OF MEDWAY

COMMONWEALTH OF MASSACHUSETTS

Medway Town Hall

155 Village Street – Medway, MA 02053

Medway Cultural Council

medwayculturalcouncil@gmail.com



MINUTES

Tuesday, May 2, 2023 @ 7:00 pm.

Members Present: Cindy Ellis, Phil Giangarra, Gail Hachenburg (late), Amna Saeed-Kothe, Jordan Warnick

Attended via Zoom: Stuthi Balaji, Jyoti Ranjan, Valerie Shinas, Hazel Warnick, Karyl Wong

Absent: Becky Atwood, Crystal Buckley, Angelica Crosby, Judith Moffatt

Community Members Present: None

Recording Secretary: Marianne Boynton

Mr. Warnick called the Meeting to order at 7:04 pm. The meeting was in-person with 5 members attending via Zoom.

I. **Approval of minutes from April 18, 2023:**

Ms. Hachenburg provided a series of corrections to the April 18 meeting as she was delayed at a library meeting. Mr. Warnick read all the corrections to the council members.

Ms. Warnick made a motion to approve the meeting minutes from 4/18/23 with corrections, Mr. Giangarra seconded the motion. Approved in a unanimous vote.

II. **Officer's Reports**

Treasurer's Report - Ms. Warnick reviewed the Treasurer's report. She noted that the state funding has been received by the Town and acceptance was approved at the Select Board meeting of May 1, 2023. Therefore, the next Budget Reconciliation Report should reflect that amount, plus the remaining state funds rolled over from

FY2022, \$373.01, less pending reimbursement requests of \$1,750, for a total of \$7,123.01.

Ms. Warnick worked with Town Hall staff to finalize the requirements for the agreements with the artists for the Utility Box Projects. Artists will paint the utility box assigned to them by The Medway Cultural Council. Painting of the box will begin any time following the signing of this contract, after April 1, 2023, and must be completed no later than July 31, 2023. Artwork must include all visible sides of the utility box, including the top 5. Artists shall be compensated a total of \$1,000.00 as follows:

- Up to \$500.00 after the signing of this Agreement and upon submission of an invoice for supplies, design work and preparation, a signed W9 tax form and a signed Release and Indemnity Agreement.
- The remaining funds after the completion of the painting of the Utility Box has been approved by the Medway Cultural Council and the submission of an invoice for the completed work.

Ms. Saeed-Kothe asked whether the artists were given a deadline for completing the contract and council members suggested May 15 for a paperwork deadline.

Mr. Giangarra made a motion to approve the Treasurers Report and Ms. Saeed-Kothe seconded the motion. The vote was approved in a unanimous vote.

III. **Co-Chair's Reports** - Gail Hachenburg, Jordan Warnick

- Select Board Re-appointments/Adjustment – Regarding appointments of Gail, Stuthi, Hazel, Jordan and Karyl – Mr. Warnick hasn't heard back from Select Board
- Nominations & Elections of Medway Cultural Council Officers- Election of officers at June meeting. Mr. Warnick reiterated that we need to know who is interested in being an officer, he really would like to have a co-chair after Ms. Hachenburg's term is up in June. Someone will also need to be trained in the treasurer role because Ms. Warnick's term is up in 2024.

IV. **Signs: Upright Banner and Ground Sign Design** – Jordan Warnick

Mr. Warnick displayed the new banner. He also showed options for ground signs to use for events. He had sent them to Ms. Moffat and Ms. Buckley and Ms. Moffat made some updates. The members discussed whether the Mass Cultural Council logo needs to be included and they concluded it will be included since most events are funded by them. 24x18 is the size of lawn sign, and Mr. Warnick is planning to have 6 made up.

Ms. Ellis made a motion to have yard signs 6 made, Mr. Giangarra seconded the motion. Approved in a unanimous vote.

- V. **Town Meeting Table on May 8** - update: Mr. Warnick reserved a table starting at 6:00 pm to display materials. He showed samples of a bookmark that can be handed out, the approximate cost is \$100-\$120. He will have the banner to display as well.

Mr. Warnick made a motion to have the bookmarks printed to handout at the town meeting on May 8 at a cost of \$100-\$120, Ms. Saeed-Kothe seconded the motion. Approved in a unanimous vote.

- VI. **Sculpture Progress** - Gail Hachenburg, Erin McCarthy

Ms. Hachenburg and Ms. McCarthy met with library trustees on 5/3. The sculpture design was well-received, and the trustees are in support of the sculpture and signage and voted to approve. Library Trustees will discuss funding and grants for the project. Ms. McCarthy has proposed to change the Medway Public Library sign at the entrance, perhaps on a curved awning. She will work with designers and get some pricing. Mr. Warnick mentioned that there are some grants that are specific to structural changes that could be additional options to apply for. Ms. McCarthy spoke with someone from NEFA about funding activities, so perhaps an unveiling event and some activities could be planned as well.

- VII. **Utility Box Progress** - Jordan Warnick

Mr. Warnick informed the members of a conflict-of-interest issue. Someone asked Town Hall questions about how the MedCC decided on the choice of artists for the utility boxes, as one of them being Ms. Buckley, is on the council. He responded that applications came to our email account and that the artists were blinded to everyone. The email with contents were sent to Crystal Buckley without his viewing the names or information included in them. Council members, other than Crystal Buckley, didn't know who any of the artists were. This wasn't made clear in the minutes, nor was it pointed out that Ms. Buckley abstained from voting. It was made clear at the Select Board meeting. A response was sent to the Town and they accepted the explanation.

- VIII. **Mother's Day event, Coffee House** - Crystal Buckley, Angelica Crosby,

No updated information as Crystal and Angelica were not in attendance

- IX. **Artist Spotlight** – Valerie Shinas

Mr. Warnick mentioned that Sheldon Resnick agreed to participate and that Ms. Moffatt will contact him. Ms. Shinas said that we will have to discuss video storage on Square Space, we only have 30 minutes of free space left. We could create a

free YouTube channel, but that would have to be public and might be a privacy issue. Ms. Shinas will discuss with Barry at Medway Cable to ask for possible solutions. Kim Blenkhorn still has the old website with Artist Spotlight up so people are still finding it on google, Ms. Shinas will reach out to her.

X. **Update on LCC Grants** - Karyl Wong

- Ms. Wong reported that the *Sense and Sound Robotics* added the MCC logo to their materials.
- The Medway Historical Society's *The Civil War Letters of George & Emily Ward* is scheduled in June.
- The *Pixie Festival* is scheduled in July. Mr. Warnick noted that Ms. Moffat has requested that going forward, she would prefer not to be the one to submit the application for a grant each year for the Pixie Festival. The members discussed alternate grant and funding options.
- The *Southeastern Community Band* will perform at Medway Senior Center in July
- The *BaNannies Live* doesn't have a date yet.

Gail Hachenburg related that Judith Moffatt would like the Pixie Festival to be a MedCC event which she would run with a committee. This would alleviate her having the burden of paying taxes on funds received to organize and run the event. She will be advised on helping us apply for such a festival grant.

These grants are for the current calendar year. We could apply for such funds and utilize the existing funds for another event.

Gail also related that Parks & Recreation's Julie Harrington also asked if we (MedCC) would like to join together to sponsor an "Art in the Park". Jordan suggested that these funds could also be applied for to support it. The question arose whether there was a single or multiple opportunities. This needs to be examined.

XI. **Pride Flag Raising Proposal** – Cindy Ellis, Jordan Warnick

Cyndy Ellis sent a proposal to support the Pride Flag Raising by the Council. Ms. Ellis introduced Andrea Moores as partner in Flag Raising Project who presented the essence of the proposal. Mr. Warnick sent out the request for funding to members. The request is for \$500. Pride Flags will be raised on 8 poles, after they are raised, people will go back to the park for celebrations, music, lawn games, TC Scoops and have HS members of TADA speaking and middle school gay/straight alliance participating. They will have crafts as well and expect the celebration to be about 2 hours. The funding request is to support events of the celebration.

After some discussion, Mr. Giangarra made a motion to accept and fund the Pride Day event project and Hazel Warnick seconded the motion. The vote was approved, 8-0 and Ms. Ellis was not in the room during the vote.

XII. **Other Business** -

MCC Fundraising Event - Stuthi Balaji presented two options, a Gala or a High Tea Picnic.

- **Gala** - She looked into Thayer House and wasn't sure if there is a cost for the space. She was thinking of a murder mystery event - company sends three actors and then attendees need to solve the mystery. The catering is the most expensive part, minimum of \$30 per person for a dinner. There would have to be a cash bar and maybe they could upcharge to make some profit on drinks. In addition to ticket sales, there could be a silent auction with donated prizes. Concerns would be balancing ticket prices with feasibility and would enough people be interested.
- **High tea picnic**. This would require a tent and the food cost is a little less. Mr. Warnick suggested the possibility of asking local restaurants/catering for discount in lieu of donations. Ms. Saeed-Kothe thought high tea could attract more attendees since families could bring kids. Ms. Hachenburg noted that Thayer house is a great venue, but its kitchen is small. Ms. Warnick noted that ticket prices are high and the MCC cause is competing with other non-profits. It was suggested that perhaps an entertainer could apply for a grant to perform. Mr. Warnick also suggested using the event to thank supporters. He suggests putting a small committee together to organize and have further discussion.
- **Fund Raising Committee** – Stuthi Balaji, Gail Hachenburg, Karyl Wang, Jyoti Stuthi and Amna Saeed-Kothe offered to be on the committee. They will meet and discuss and bring forward at a future MCC meeting.

Adjourn - Mr. Giangarra made a motion to adjourn the meeting at 8:40 pm and Ms. Saeed-Kothe seconded the motion to adjourn, and it was approved by a unanimous vote.