



TOWN OF MEDWAY

COMMONWEALTH OF MASSACHUSETTS



Medway Town Hall
155 Village Street – Medway, MA 02053

Medway Cultural Council

medwayculturalcouncil@gmail.com

MINUTES

Tuesday, October 17, 2023 @ 7:00 pm
Medway Public Library, Conference Room

Members Attended: Becky Atwood, Stuthi Balaji, Cyndy Ellis, Phil Giangarra, Judith Moffatt, Jyoti Ranjan, Amna Saeed-Kothe, Jordan Warnick

Members Attended via Zoom: Valerie Shinas, Hazel Warnick

Members Absent: Angelica Crosby

Community Members Present: Matt LeBlanc, Matt Russo, Gail Hachenburg

Recording Secretary: Marianne Boynton

Mr. Warnick called the meeting to order at 7:20 pm. The meeting was in person with 8 members attending in-person and 2 via Zoom.

1. Approval of Minutes from October 3, 2023

Mr. Giangarra made a motion to approve the meeting minutes from Oct 3 with no corrections. Ms. Saeed-Kothe seconded the motion. Approved in a unanimous vote.

2. Officer's Reports - Treasurer's Report - Hazel Warnick

Ms. Warnick sent the Treasurer's Report via email prior to the meeting. She noted that there is \$425 in administrative funds remaining that must be used by the end of the calendar year. She also noted a correction needed for a typo in the amount of Diwali Festival funds should be \$2,042, not \$20,42.00.

Ms. Balaji made a motion to approve the Treasurer's report and Ms. Ellis seconded the motion. Approved unanimous vote.

Chair's Report - Jordan Warnick

Mr. Warnick proposed that the remaining funds of \$425 be used purchase promotional items to help increase visibility of the Medway Cultural Council. He feels that there is a lack of recognition of what the cultural council does. He suggested pens with the logo, website and QR code. Ms. Balaji and others

disagreed with handing out pens and suggested items that people re-use, *i.e.* grocery bags. Mr. Warnick asked members to come up with ideas to discuss at the next meeting.

3. Nomination & Election of Co-Chair/Member's Roles – Jordan Warnick

Mr. Warnick noted that he would find it difficult to work without a co-chair and mentioned that there are other areas that need help. He feels that there is a need for the grant liaison role to provide a more detailed summary of grant applications, event details, status updates as well as information about past grantees and results. There are about 30 applications so far, similar to last year. The council needs someone to track marketing and event planning. Ms. Ellis stated that she is no longer able to be considered as Co-Chair, but she is willing to be the Grant Liaison. Mr. Warnick will reach out to Ms. Wong ask her to provide info to Ms. Ellis. Ms. Hachenburg offered to help Ms. Ellis. The Grantee letter templates were recently revised by Ms. Balaji and Mr. Warnick that they should be saved by Ms. Sayeed-Kothe. Members are going to consider co-chair position to discuss at next meeting.

Ms. Balaji nominated Ms. Ellis to be the Grant Liaison and Ms. Moffatt seconded the motion. Approved in a unanimous vote.

4. Medway Porchfest – Matt LeBlanc and Matt Russo

Mr. LeBlanc and Mr. Russo attended the meeting to present an event idea called Porchfest. They are musicians who have participated in similar events in Somerville and Belmont. The concept is music in your neighborhood, with groups performing at various local homes through the day. There is a formal organization, Porchfest.org. Someone asked about noise restrictions and members confirmed that it would be ok before 10:00 pm. Mr. LeBlanc was thinking that it could take place in late summer or early fall. Ms. Sayeed-Kothe knows someone who does this in Somerville and will ask for information. Mr. Warnick noted he could reach out to Julie Harrington at Parks & Recreation for suggestions (not collaboration). Ms. Hachenburg suggested that it should be separate, at people's homes, not in parks. It was suggested that a council member would contact the high school music department. Mr. LeBlanc will do some more research and touch base with Mr. Warnick to discuss the next steps.

5. MedCC Community Science & STARS Residency – Jyoti Ranjan

Ms. Ranjan updated the members that Ms. Sayeed-Kothe has discussed an after school program with a contact at community education and they asked for a detailed proposal. Ms. Ranjan had 2 programs in mind and distributed a sample presentation for one of the programs. The goal is for the students to learn science in a fun way, as either after school or summer program and she described why it will be useful and interesting. Possible topics are human systems or chemistry, technology, coding *etc.* She went through a sample curriculum and ideas for activities for human systems, digestive system model, model heart. She looked into grant opportunities and saw that the STARS Residencies grants may be an option. She will need to email the school principal notifying them about the program and that they are submitting the grant. If they get a grant, they will not need to charge the students.

Next step is to reach out to the community education contact with the presentation and some suggestions for content, size of class, timing of programs. Once they are on board, they can let the principal know.

6. Diwali Festival Update – Stuthi Balaji *et al.*

Ms. Balaji reported that they have 173 registered, about 118 adults and 50 kids. They also have 5 vendors so far who agreed to sponsor the event. They have sold about 64 dinners, expect to get to

100. They are doing a potluck dessert table and also selling kid meals. There will be a showcase, there are 5 professional artist groups, dancers, and musicians booked. The showcase will be 1 hour long and there will also be a 30-minute talent community showcase as well as a trivia game. Medway Marches offered to sponsor trivia prizes. The trivia game will be set up with participants using their phones to respond. The event is at Medway HS on Nov 11. Ms. Balaji asked members to volunteer and have a representative say a few words about the Cultural Council.

7. High Tea Fundraiser - Stuthi Balaji with Hazel Warnick

Ms. Balaji mentioned that the dance group that was scheduled to perform had to cancel because they have a competition that weekend. They will look for other performers. Ms. Moffatt suggested a quartet that she saw at a tea in Milford. Ms. Sayeed-Kothe suggested a jazz guitarist and Ms. Hachenburg provided a contact at another dance studio. They are still planning on doing a raffle at the event.

8. MaCC/LCC/MedCC Grants, Festival & Events – 2023 Update, Fiscal 2024 Grant Deadlines, Voting and Denials of submitted Grants - Karyl Wong and Cyndy Ellis

See Item # 3 for discussions of grant applications and grant liaison. Mr. Warnick noted that current grant applications will be discussed at the next 2 meetings.

The events for remainder of the year are:

- ☐ Hip Swayers Concert - October 21 for the Farm to Fork
- ☐ Steam-Spin Yer Art- (Jennifer Kendall) November at Medway Library – but Ms. Wong does not have the details.

9. Sculptures – Becky Atwood, Gail Hachenburg

Ms. Atwood mentioned that she talked to Erin McCarthy about the turtle sculpture and Erin likes the idea, the timing will likely be next summer for turtle sculpture project after the library project. Ms. Hachenburg spoke with Erin about the library project. Erin let her know that the original model for the girl figure has family issues, so Erin is finding a substitute model. Erin noted that this new model may need to be paid through an agency. Ms. Hachenburg said that she and Ms. Atwood would be meeting with Margaret Perkins and library trustee about using a grant writer that Erin has access to. Ms. Hachenburg also has another grant writer she is going to reach out to.

10. Utility Box Summary - Crystal Buckley

Mr. Warnick said that he does not have any update on the boxes being sealed.

11. Art-Poetry Book and other promotional material

Mr. Warnick noted that this project is on hold until utility boxes are finished.

12. Social Media Update/Community Newsletter (Website, FB, Artist Spotlight, Community Newsletter) –Valerie Shinas, Crystal Buckley, Judith Moffat

Ms. Shinas will reach out to Crystal Buckley about the website and how much time Crystal will be able to volunteer. She is waiting to get information from Crystal about information she has collected, namely the reflections from box artists. Ms. Shinas mentioned that she did post the Diwali festival and that the

website is up to date. Ms. Moffatt offered to work on the CANVAs for the events. Ms. Balaji noted that the grantee letters have been modified to require information about the events that will help with promoting them. Ms. Moffatt said that Barry put together something about the Pixie festival and then he is going to get ahold of Tina who did a former artist spotlight and is interested in again.

13. Recruitment of New/Student Members – Stuthi Balaji

Ms. Balaji stated that there is a revised description of the role of a student member that is one page. Mr. Warnick sent it to a student who is interested. Ms. Balaji suggested that there not be a deadline so that we can continue to get people who are interested and that the students would likely only be able to commit for one semester at a time.

14. Other Business

Mr. Warnick noted that grant applications will be reviewed at the Nov 7 meeting. Ms. Ellis and Ms. Hachenburg will work on chart or checklist for reviewing applications.

Ms. Sayeed-Kothe was provided with access to the Gmail account to share on Google drive and get access to Zoom. Mr. Warnick provided this.

Ms. Hachenburg mentioned that she has heard varying comment on the different formats and designs of the Utility boxes. She has responded that the Cultural Council was assigned 6 boxes and the Historical Commission was assigned 6 boxes.

Adjourn

Mr. Sayeed-Kothe made a motion to adjourn at 8:48, Mr. Warnick seconded the motion. Approved in a unanimous vote.

Upcoming Meeting Dates (Medway Library Cole Room):

2023: Nov 7 and 21, Dec 5 and 19

2024: Jan 2 and 16, Feb 6 and 20, March 5 and 19, April 2 and 16, May 7 and 21, June 4 and 18