

Supplement 1 to MedCC Agenda 9-5-23

Fundraising Event

Item	Cost	Vendor	Notes	
Venue	630	Thayer Homestead	Does not include tent or lawn fees. \$100 deposit.	Mother's Day
A/V Equipment	80	Speaker and Mics		
Insurance	130		Required by Thayer at time of application submission.	
Entertainment	0	Dance Troupe (Step by Step)	Do we want either a photobooth or an actor who can play Alice or the Madhatter?	
Catering (High Tea)	2891	Vintage Tea and Cake	Cost includes teapots, cutlery, table decor. \$150 deposit.	
Misc (Decor, marketing, etc)	200			
Total	3931			
Tickets				
Expected Sales	100			
Cost per ticket	39			
Ticket Price	70		3069 Profit	

Supplement 2 to MedCC Agenda 9-5-23

Position Title: Council Youth Member (Volunteer, non-voting)

The Organization: The Medway Cultural Council (MedCC) supports public programs that promotes access, education, diversity and excellence in the arts, humanities, and interpretive sciences. To accomplish this, we offer grant funding, program development, and educational opportunities. Our goal is to provide our community with a wide range of cultural experiences, including art, music, performance, crafts, and traditions from around the world. We support and encourage local artists and a shared sense of community through cultural appreciation. Some examples of the programs we have developed and sponsored include Ms. Moffat's Annual Pixie Festival, the painted electrical boxes around the Town of Medway, CanMan's painted mural in Choate Park, the Medway Family Concert, Art in the Park, the Medway Diwali Festival and much much more!

Position Summary: MedCC seeks to appoint a youth member with a passion for the arts, humanities and interpretive sciences, motivated to plan and develop various programs, and aide in the governance of MedCC. With this appointment, we strive to increase youth engagement in the community and strengthen MedCC's collective portfolio of skills with a fresh perspective.

Time commitment: MedCC meets 1-2 times a month for 1-2 hours. In addition, the Youth Member must commit a minimum of 5 hours each month during their one-year term. You may also be invited to join a subcommittee to help progress specific projects. MedCC is willing to work with the appointed Youth Member to complete documents for volunteer hours or provide recommendation letters.

Key Responsibilities:

- Developing and presenting ideas for programs and activities that aim to accomplish the mission of MedCC, while strategically balancing the interests of the Town of Medway, grant beneficiaries and other stakeholders
- Assisting MedCC members in managing projects, running events and problem solving
- Reviewing grant applications for various community projects and following up with grant applicants for additional information
- Identifying marketing strategies to encourage youth attendance and participation in MedCC events and programs
- Attending MedCC events and programs
- Assisting the social media team with designing and maintaining MedCC's website and social media platforms
- Promoting an environment of diversity through understanding, respect and positive communication with persons of varies racial, ethnic, economic, and cultural backgrounds

Minimum Eligibility Requirements: High School junior or senior; and a resident of Medway

Key Skills:

- Self-starter with excellent planning and organizational skills
- Creative ideas generation and problem-solving skills
- Some experience in event planning or project management
- A keen interest in municipal governance
- A drive to influence positive change in our community
- Team player that is simultaneously capable of respectfully voicing divergent opinions and collaborating with MedCC members

Diversity, Equity and Inclusion: Fostering a culture of diversity, equity and inclusion is essential to our mission. MedCC does not discriminate against applicants, individuals or programs based on age, ability, ethnicity, race, religion, sexual orientation, gender identity or expression, nationality, geographic origin, immigration, military, or socio-economic status. Research suggests that qualified women, Black, Indigenous, and Persons of Color (BIPOC) may self-select out of opportunities if they don't meet 100% of the requirements. We encourage individuals who believe they have the skills necessary to thrive in this position to apply.

Application Materials: Please submit your resume and a letter of interest (500 words max.) explaining what you would bring to this position, if appointed.

Supplement 3 to MedCC Agenda 9-5-23

MedCC's Council Priorities and Guidelines

Council Priorities

The Medway Cultural Council's mission is to promote excellence, accessibility, inclusion and diversity in the arts, humanities, and interpretive sciences to enhance the quality of life in our community. We accomplish this through grant-based funding of local art projects, programs, classes, festivals, and special events in Medway. We strive to highlight local artists and support cultural offerings that are equitable and inclusive and nourish the conditions in which artists can thrive.

Council Guidelines

- 1) In order to determine which grant programs to support we will:
 - a) analyze responses from our community surveys and
 - b) determine attendance from the grant programs
- 2) In order to determine which grant applications to support we will consider the following:
 - a) the event or program must be accessible to persons with disabilities;
 - b) the application must include the date, the time and exact location of the event/project, with a commitment from the venue; and
 - c) the application must include a description of promotional materials. The materials must include, the date, time and exact location of the event/project, the Medway Cultural Council and Massachusetts Cultural Council logos and a credit line, acknowledging their support.
- 3) Based on the grant applications, the Medway Cultural Council may choose to fully fund a few proposals or partially fund many.
- 4) The Medway Cultural Council may limit the number of years any one applicant can come back consecutively for funding for the same event/program.
- 5) While ensuring compliance with the guidelines set forth by the Massachusetts Cultural Council, the Medway Cultural Council may determine what aspects of event/project are eligible for funding, e.g. tickets, travel, materials.