

ABCC Approved Minutes 2016/03/08

Acton Town Hall, Room 126, meeting opened at 7:32 p.m.

Attendees: Sunanda Sahay, Nancy Evans, Kristie Rampton, Linda Mayer, Dawn Wang, Ramika Shah, Beth Davis, Palma Cicchetti

Absent: Sheila Hanrahan

Nancy moved to approve Minutes 2016/02/09. Sunanda seconded. The vote was unanimous to approve.

No public comments.

Grantee Reception Preparation:

Invitations: The invitations have been sent to all grantees and Acton and Boxborough town officials as well as former ABCC council members. There is still time to send more invitations. Beth will work on the RSVPs.

Performance: The performance by the Angel Dance has been confirmed by Sunanda. It is about three minutes in length and includes 12 children. Dawn to check with the dance troupe to determine if they can reduce the number of children included in the performance. It is recommended that they carpool and that no parents be present in the room. Sunanda had a difficult time finding a band. Sunanda has been asked to check with Indian Hill.

Wine Donation: Nancy spoke with Colonial Wine and they readily agreed to donate a case of wine. It is agreed that simple transparent plastic cups will work for serving the wine.

Setup and Design: It was recommended to Linda and Ramika that they purchase paper products, decorations and table skirts at the Dollar store. Ramika will help with the table setup and decorations in the morning. The floor plan is shared, with four tables to the side and the podium in the corner. Ramika and Kristie will bring coat racks, Nancy will bring eight frameless candles. Trader Joe's agreed to donate flowers, Kristie will pick up the flowers.

Menu: The menu will depend on what we can get from Costco. Sheila and Ramika will meet at 2pm on the day of the reception at Kristie's house.

The proposed budget for paper product is \$100 and \$350 for food. Nancy made a motion to approve the budget, Dawn seconded, all approved. There will be four types of appetizers and four kinds of desserts, Kristie plans to cook some. Soda and punch will be provided for drinks.

All members should arrive at the Boxborough Library at 5:30 p.m. for setup. Ramika will bring a cooler. Sunanda will bring drink tickets. It was suggested the tickets be attached to the name tags. Dawn will design and print the name tags. It was recommended that she include the new

logo, both names and affiliation on the name tags. She will purchase professional name tags sheets from Staples and prepare fifteen or twenty blank name tags and bring a marker. The names of former ABCC members and 2016 grantees will be obtained from the MCC website, with the final RSVP list being cross-checked with Beth.

Treasurer Report: Members reviewed the treasurer report.

Foreign film series updates from Nancy: five candidates have been screened to date and the plan is to screen five more. The submission closes on March 9. Need to book some public space like RJ Grey Library to review and screen submissions.

Film festival banner quote: The banner size is 3 feet by 25 feet. The first quote from Precision Printing is \$694, with two patches at \$70, this is the company which Acton Recreation used. The second quote \$980 is too high. Beth to get more quotes from Staples and gotprint.com and allstatebanner.com.

Treasurer's Report: Cilia Knight from the Gates School, which is doing the solar sculpture, needs an additional \$150 from the town fund to pay the artist fee for another session. Kristie made a motion to approve the \$150, Linda seconded. All approved.

Logo: MCC approved the logo designs. We only need to include MCC logo with the ABCC logo for MCC funded events. We can use any version of ABCC logo designs as seen fit. It was suggested the log be used in the name tags. The introduction of the new logo will be one of the agenda items along with the bio and a photo of the logo designer.

People had positive feedback on Feb 10's MCC Assembly at the State House as they learned about various events other towns' CC have done. Attendees wish for more mingling and interaction with other MCC teams in the future.

Meeting adjourned at 9:05 p.m.