

**DRAFT - NOT YET APPROVED**

Town of Southborough  
Southborough Cultural Arts Council  
Meeting Minutes  
Monday, February 13, 2023

*Council members in attendance: C. Weber, E Kesselman, J Hansen, S Achilles*  
*Council members absent: none*

*J. Hansen called the meeting to order at 7:03 pm.*

*S. Achilles made a motion to approve meeting minutes from January 26, 2023. Seconded by E Kesselman. Roll call vote: J. Hansen yes, S Achilles yes, E Kesserman yes, C Weber yes. Unanimously approved.*

Discuss Grant Reception details:

- E Kesselman shared that K Donoghue will be there for 6pm start time
- Event to be hosted on Tuesday, 21st at 6pm. Likely go for 30 minutes.
- C Weber suggested that we have some sort of social media post. Suggested facebook and instagram. J Hansen shared that facebook is currently archived because no one was running it. C Weber shared that previous chair could give her access to instagram. C Weber to make up an invite graphic in canva for us.
- Invite list
  - Recipients: J Hansen and encourage them to invite their members
  - Select Board, Town Employees, Boards & Committees: S Achilles
  - Historical Society: J Hansen
  - Local Artists: C Weber
  - MySouthborough: E Kesselman
- Light refreshments
  - Water, dessert platter, cheese + crackers: JHansen to pick up
  - Name tags
- Set up
  - S Achilles, can arrive a little early for set up
  - Not chairs, set up to mingle
  - Arrive at 5:30pm to help if available
- Speaker lead: C Weber
  - C Weber to kick off event, welcome them to speak a little about our event
  - C Weber to create certificates
- Brought C. Weber up to speed quickly on the Historical Society, discussions from last meeting.

*J. Hansen made a motion to adjourn at 7:25pm. Seconded by S Achilles. Roll call vote: J Hansen yes, S Achilles yes, E Kesserman yes, C Weber yes. Unanimously approved.*

Submitted by: Jen Hansen, SCAC Member, [jhansen@southboroughma.com](mailto:jhansen@southboroughma.com)