



## **MILLIS CULTURAL COUNCIL**

**Agenda/Notes**

**February 3, 2022**

**7:00 PM**

**Niagara Fire house**

**Millis, MA**

**Members present:**

- Call to Order
- Guests in attendance:
- Vote on January Meeting Minutes:
- New members/members stepping down
- 2020 grant closeout-
- Grant Cycle 2021-
- Agenda: Niagara Coffee Haus Progress

A. Finance/Treasury procedures

1. Timeframes for submitting paperwork to Town to receive advance checks for performers
2. Establishing Finance sub-committee
3. Discuss sponsorship process
4. Discuss "Friends of the Niagara" group affiliation for 501C donations

B. Dressing room upgrade

1. Discuss items needed.

C. Confirm member volunteer designations

1. Door Greeter
2. Bake sale / Coffee Maker
3. Sound Person
4. Coat Check Person
5. Hospitality Person
6. Video person
7. Clean Up Crew

D. First trial run through for Jan. 28 at Niagara building

E. AOB

- AOB:
- Adjourn: