

## Mid-Cape Cultural Council - Monthly Meeting Minutes

Date/Time	Wednesday, May 11, 2016 at 7:00 pm
Location	Growth Management Conference Room, 3rd Floor, Hyannis, MA
Facilitator	Marlene Weir, Co-Chair
Documented by	Elise McMullin, Secretary

<b>Attendees</b>			
<b>Name</b>	<b>Role</b>	<b>Present</b>	<b>Absent</b>
Marlene Weir	Co-Chairman	X	
Becky Lawrence	Co-Chairman	X	
Rachel Youngling	Treasurer	X	
Elise McMullin	Secretary	X	
Barbara Adams	Member	X	
Joel Chaison	Member	X	
Suzanne Finney	Member	X	
Marilyn Heberling	Member	X	
Beth Higgins	Member		X
Georgia Kreth	Member	X	
Jeanmarie O'Clair	Member	X	
Kim Rumberger	Member	X	

<b>Topics Discussed</b>	<b>Action</b>
Opened Meeting at: 7:07pm	
<p><b>Announcements:</b>            Chair Marlene recognized the tremendous effort and dedication of Becky Lawrence, our “graduating” Co-Chair, who has served on the MCCC for six years, with 3 years as Chairperson. In recognition of the council’s administration, advocacy and outreach, the Mid-Cape Cultural Council, with Becky as Chair, was awarded “Council of the Year” status in 2014, above all other towns and regional councils in Massachusetts. Most importantly, the council worked as a team with respect and admiration for all. Upcoming Mid-Cape events and funded projects were announced. Becky shared an invitation to a May 26<sup>th</sup> event at Cobb Astro Park at BHS, when artist Michael J. Ferreira’s mosaics will be unveiled. Rachel updated members on the Girl Scouts training at the Media Center in Yarmouth, one of our funded grants. <b>ACTION:</b> Whenever possible, attend Mid-Cape and/or MCC-funded events, wearing our new badges. Take photos/video if possible to share on MCCC’s Facebook page or town website.</p>	<b>1</b>
<p><b>Minutes:</b>            The April minutes were sent via email at 4:17 pm on April 15<sup>th</sup> by Georgia. Members appreciated the timeliness, new format, and professional appearance of this important reference document. <b>ACTION:</b> Elise will make requested edits to the April minutes which were approved as amended.</p>	<b>2</b>
<p><b>Treasury Report:</b>            The Treasury Report was discussed and motioned for approval with the following comments. One FY2015 grant for \$250 and one FY2016 grant for \$750 were withdrawn. <b>ACTION:</b> Rachel will note the unclaimed grant amounts and show them as additions to the FY2017 granting funds available. The Public Arts Project funding will be specified in next month’s report. Currently, the \$1000 for artist design fees (to be awarded) is listed as a grant to MCCC on MCCC’s web site. The administrative expenses have been submitted, but not paid; that amount draws from the Local Fund as an administrative line item. <b>ACTION:</b> Rachel will include the expenses that Becky has submitted to her, along with the design fees (currently listed as an encumbered, but not expended FY2016 grant) in a separate line item for “Public Art Project” in next month’s treasurer’s report. A second motion was made and approved to provide a</p>	<b>3</b>  <b>4</b>

<p><b>Treasury Report: Continued</b>          \$100 honorarium to the Cape Cod Conservatory for the Grantee Reception welcoming music performance, by their brass ensemble students. <b>ACTION:</b> Rachel will have a check cut from the Local Fund &amp; send it to the Conservatory with a thank you note.</p>	5																								
<p><b>Progress Report: Grantee Reception – June 1st, 5-7 PM, Cultural Center of Cape Cod, Yarmouth</b>          Georgia and Marilyn provided an update &amp; discussion of progress to date:  <b>Budget:</b> A motion was made and approved at the last meeting to allow up to \$200.00 to be spent from the Local Fund for the reception. The only expense so far, is the \$100 honorarium for the welcome music.  <b>Attendees:</b> 72 acceptances as of May 11th. The Cultural Center’s e-blast is also promoting the reception to its members. Invitations were sent on April 18th and a reminder was sent on May 9th.  <b>ACTION:</b> All MCCC members should arrive (with name badges on!) at the Cape Cod Cultural Center in Yarmouth, to begin <b>set-up at 4:00pm</b>. Doors will open to attendees at about <b>4:45pm</b>.  <b>Music:</b> Joel has arranged for the Cape Conservatory to perform at the reception with a Brass Ensemble of students, performing at 5:00pm.</p> <p><b>Display Tables:</b> Becky has contacted grantees who will set-up table displays instead of performing. Grantees will begin set-up at 4:00pm.  <b>Welcome Table:</b> Nametags, Program/Brochure – Joel and Kim will greet.  <b>Keynote Speakers:</b> Georgia and Marilyn have confirmed:</p> <ol style="list-style-type: none"> <li>1. Jessica Rapp-Grassetti – Town Council Chair</li> <li>2. Charlotte Cutter – MCC Boston Chair</li> <li>3. Brian Mannal – State Representative</li> </ol> <p><b>Order of Performances:</b> Rachel Youngling – MC/Mistress of Ceremonies</p> <ol style="list-style-type: none"> <li>1. Kathleen Healy</li> <li>2. Cape Cod CAN</li> <li>3. Denya Levine</li> <li>4. Cultural Center Poetry</li> <li>5. Historical Society – Jacqueline Schwab, piano</li> </ol> <p><b>Refreshments and Services:</b> Barbara will host the Beverages table.</p> <p><u>MCCC Member</u></p> <table border="0" style="width: 100%;"> <tr><td>1. Barbara Adams.....</td><td>Plates, napkins, wine glasses, cookies</td></tr> <tr><td>2. Becky Lawrence.....</td><td>Fruit probably strawberries</td></tr> <tr><td>3. Beth Higgins.....</td><td>Photography – Georgia and Marilyn will call</td></tr> <tr><td>4. Elise McMullin.....</td><td>Wrap sandwiches and beverages</td></tr> <tr><td>5. Georgia Kreth.....</td><td>Case of wine</td></tr> <tr><td>6. Jeanmarie O'Clair....</td><td>Cheese and Crackers</td></tr> <tr><td>7. Joel Chaison.....</td><td>Case of Prosecco</td></tr> <tr><td>8. Kim Rumberger.....</td><td>Case of wine, chicken (teriyaki/BBQ)</td></tr> <tr><td>9. Marilyn Heberling....</td><td>Pickled snacks and veggies</td></tr> <tr><td>10. Marlene Weir.....</td><td>Flowers and Centerpieces</td></tr> <tr><td>11. Rachel Youngling....</td><td>Dessert</td></tr> <tr><td>12. Suzanne Finney.....</td><td>Sushi</td></tr> </table>	1. Barbara Adams.....	Plates, napkins, wine glasses, cookies	2. Becky Lawrence.....	Fruit probably strawberries	3. Beth Higgins.....	Photography – Georgia and Marilyn will call	4. Elise McMullin.....	Wrap sandwiches and beverages	5. Georgia Kreth.....	Case of wine	6. Jeanmarie O'Clair....	Cheese and Crackers	7. Joel Chaison.....	Case of Prosecco	8. Kim Rumberger.....	Case of wine, chicken (teriyaki/BBQ)	9. Marilyn Heberling....	Pickled snacks and veggies	10. Marlene Weir.....	Flowers and Centerpieces	11. Rachel Youngling....	Dessert	12. Suzanne Finney.....	Sushi	/6
1. Barbara Adams.....	Plates, napkins, wine glasses, cookies																								
2. Becky Lawrence.....	Fruit probably strawberries																								
3. Beth Higgins.....	Photography – Georgia and Marilyn will call																								
4. Elise McMullin.....	Wrap sandwiches and beverages																								
5. Georgia Kreth.....	Case of wine																								
6. Jeanmarie O'Clair....	Cheese and Crackers																								
7. Joel Chaison.....	Case of Prosecco																								
8. Kim Rumberger.....	Case of wine, chicken (teriyaki/BBQ)																								
9. Marilyn Heberling....	Pickled snacks and veggies																								
10. Marlene Weir.....	Flowers and Centerpieces																								
11. Rachel Youngling....	Dessert																								
12. Suzanne Finney.....	Sushi																								
<p><b>Signs/Handouts – ACTION:</b> Georgia and Marilyn will contact Melissa Hersh, to pick up the MCCC posters &amp; standing sign and will also ask if Kate could help with printing the Program/Brochures/Nametags.</p>	7																								
<p><b>Council Name Tags – ACTION:</b> Kim will prepare a badge for Becky in time for the Grantee Reception.</p>	8																								

**Hyannis HyArts “Discovery Walk” Public Art Project:**

Council member Kim Rumberger was recused from the remainder of the meeting since, as one of the applicants, she had a conflict of interest.

The voting process to select artists for the Design Phase of the project began with a review of the progress report that was sent by Becky on April 16<sup>th</sup> to all council members.

**Review of the 4/16 Progress Report:** Jeanmarie noted a few errors in the report. Specifically, she wanted to clarify that she did not *oppose* locating artwork on Pearl St. near Main St.; she only questioned the **safety** of Pearl St. and wanted to explore ways to improve the Pearl St. route from Main St. to the HyArts Campus. She also questioned some of the dates in the report; in particular, the public art brainstorming committee meeting that was the initial discussion of the *Discovery Walk* project.

Post 5/11 Meeting research by Becky to clarify the timeline & revise the report:

**Jeanmarie is correct – there was no meeting in August.** The following is an updated and corrected timeline for the record:

**Sept. 11:** Initial meeting convened by Marlene, attended by Becky and Jeanmarie with two purposes:

1. review the PowerPoint prepared by Jeanmarie for the grant workshops
2. explore doing a public art project (Suzanne also wanted to participate, but could not attend that day)

Jeanmarie took notes and sent these to Marlene and Becky. **ACTION:** Could Jeanmarie send those notes to all Council members?

**ACTION:** Could Jeanmarie also send the PPT file to all Council members?

The gist of the discussion on Sept. 11 was that Public Art for the HyArts Cultural District was a desired goal and that the art be outdoors, interactive, multiple, and small scale.

**Sept. 21:** Just before the Grant Workshop in Centerville, Marlene asked Becky to write an application for a Local Council-Originated grant, which requires setting aside part of MCCC’s funding for the project and would need to be reviewed and approved by the state council (MCC).

**Sept. 23:** The Public Art Project concept was presented to council members at this meeting and a vote was taken to write a grant application to the state for \$1000 to be set aside for the Public Art Project from our annual allocation. This was listed as an agenda item for the meeting and the motion was approved.

**Sept. 24 – Oct. 8:** Becky wrote the application in this timeframe, asking for input from the Town of Barnstable and Cape Cod Chamber of Commerce (who were responsible for the Tides sculpture), thereby obtaining letters of support from both. Becky also sent a draft for comment to Council Chair Marlene. The MCC state organization requested that Becky develop the proposal in more detail for the full 3 years, not just the design phase. It was a lot of work in a short period of time and benefited from Becky’s professional grant-writing skills.

**Oct. 9:** The full grant proposal was sent to all council members at the same time that it was re-sent to the MCC state organization. The news that it had been approved by the state was made to all at the **November 17** meeting. At that meeting, there was a discussion of who would be working on the project and Becky asked if we still wanted to go forward with the project. The response was that members stood by the Sept. 23<sup>rd</sup> vote.

**Jan. 13:** At the end of this MCCC meeting, interested members stayed to discuss sites and theme for the Public Art Project.

*(timeline continued next page...)*

9

10

*(continued from previous page...)*

**Jan. 20:** A Site Advisory Meeting was held with Arts businesses and cultural organization reps who were located in the district discussed potential sites.

**Jan. 20-Feb. 9:** Becky drafted the Call to Artists for posting on **Feb.10**.

**April 11:** Due date for submission entries.

Following the review of the 4/16 Progress Report and The Public Art Project timeline, council members moved to begin the Review of Award Criteria for voting on the submissions.

**Review of Award Criteria:**

- Degree of interest in creating interactive artworks (via cover letter)
- Experience with or openness to working on commissioned art projects that require paying attention to the environmental, cultural and historic context of the site and working within safety and engineering constraints (in cover letter/resume)
- Ability to create durable, low-maintenance artworks for year-round outdoor display (in cover letter/resume/work samples)
- Skill, originality and creativity (in work samples)

**Review of Submissions and Art Advisor Recommendations:**

Submissions were received from 8 artists: Mary-Ann Agresti, Alison Alessi, John Cira, Michael J. Ferreira, Eric Kaiser, Lenore Lyons, Sara Jane Porter and Kim Rumberger. Recommendations from the Art Advisory Committee included: Carl Lopes, Roberta Miller, Lauren Wolk, and Barnstable's Arts and Culture Coordinator Melissa Hersh. Copies of the submissions and the recommendations were sent to all council members, except for Kim Rumberger, prior to the meeting.

As all had previously reviewed the Art Advisor recommendations, a motion was made and seconded to accept the recommendations of the Art Advisory committee to select Mary-Ann Agresti, Michael Ferreira, and Sara J. Porter to develop design proposals.

Further discussion followed:

Jeanmarie asked if Mary-Ann Agresti having been a site advisor should be a factor in reviewing her submission. Elise asked if that role had given her an unfair advantage in preparing her submission. Becky asserted that it had not since she had no voting role in selecting the sites, that selection is ultimately the responsibility of the Town, she had simply offered advice as one of the arts business and cultural organization representatives located in the cultural district that had been invited to offer their input prior to the call to artists being drafted.

*(Note from Becky post 5/11 meeting:*

In reviewing email exchanges: Agresti did not comment on the project in any way after Jan. 28th which was prior to the final drafting and posting of the RFQ on Feb 10th. She also asked on Feb. 25th, after reviewing the publicly posted RFQ if her participation as a site advisor disqualified her from submitting. Becky replied that it did not, because she only shared advice, but had no voting authority over the final selection. All of the artists were able to see the final draft of the Call to Artists, including a map of the sites, at same time, on Feb. 10, and had ample time to ask questions, walk the sites, and prepare their submissions prior to April 11<sup>th</sup>.)

Marilyn suggested that there be more variety than what had been recommended. Others agreed and, after discussing the various submissions, settled on Eric Kaiser as the one they would like added to the list of recommended artists.

<p>A motion to amend the previous motion was made to add Eric Kaiser to the recommended artists. The amendment was approved by 10 members, with Becky Lawrence abstaining.</p> <p>The amended motion was unanimously approved to distribute the \$1000 in design fees to 4 artists—Mary-Ann Agresti, Michael J. Ferreira, Eric Kaiser, and Sara J. Porter—to collaboratively develop designs for 5 sites, with no artist to receive less than \$200 for a single design.  <b>ACTION:</b> Becky will notify the 8 artists of the decision.</p>	<b>11</b>
<p>Marlene asked if Becky is willing to continue to act as project coordinator after she leaves the council on June 30. Becky replied that she feels a responsibility to continue through the grant period, ending on Dec. 30<sup>th</sup>.  <b>ACTION:</b> Becky will submit progress reports on project developments to Marlene to share with the Council through December 30.</p>	<b>12</b>
<p>A motion was made and approved to schedule MCCC meetings a half hour earlier, at <b>6:30pm</b>. Our next meeting is <b>Wednesday, June 8<sup>th</sup>, 2016</b>.</p> <p>The meeting adjourned at 8:34pm.</p>	

### Open Action Items from this Meeting

No	Action	Status	Owner	Date	Target Date
1	When possible, attend MCCC-funded events, wearing badges, take photos.	Open	All	5/11/16	6/8/2016
2	Edit April minutes and send out for review.	Open	Elise	5/11/16	6/8/2016
3	Note unclaimed grant amount in next report as part of the 2017 grant cycle.	Open	Rachel	5/11/16	6/8/2016
4	Provide updated financials on Public Arts Project to Rachel for next report.	Open	Becky	5/11/16	6/8/2016
5	Obtain \$100.00 check from the Local Fund for honorarium to Cape Cod Conservatory	Open	Rachel	5/11/16	6/8/2016
6	All MCCC members to arrive, with name badges, at the Cultural Center at 4:00pm	Open	All	5/11/16	6/1/2016
7	Contact Melissa to see if Kate's assistance is possible and pick up the signage.	Open	Georgia, Marilyn	5/11/16	6/1/2016
8	Becky's name tag	Open	Kim	4/13/16	6/1/2016
9	Send notes from Sept. 11 meeting to all council members	Open	Jeanmarie	5/11/16	6/8/2016
10	Send the PPT file to all council members	Open	Jeanmarie	5/11/16	6/8/2016
11	Notify all of the Public Arts Project artists and keep the council apprised of progress.	Open	Becky	5/11/16	6/8/2016
12	Becky will submit progress reports on developments to Marlene to share with the Council through December 30.	Open	Becky	5/11/16	6/8/2016

*Respectfully submitted by:*  
*Elise McMullin, Secretary, on May 20, 2016*  
*Re-submitted with final edits on May 31, 2016*