

Mid-Cape Cultural Council - Monthly Meeting Minutes	
Date/Time	Wednesday, August 10, 2016 7:00 pm
Location	Growth Management Conference Room, 3rd Floor, Hyannis, MA
Facilitator	Marlene Weir, Co-Chair
Documented by	Georgia Kreth, Recording Secretary

Attendees	Initials	Role	Present	Absent
Marlene Weir	MW	Co-Chairman	X	
Marilyn Heberling	MH	Co-Chair	X	
Rachel Youngling	RY	Treasurer	X	
Elise McMullin	EM	Correspondence Secretary		X
Georgia Kreth	GK	Recording Secretary	X	
Joel Chaison	JC	Member	X	
Barbara Adams	BA	Member		X
Kim Rumberger	KR	Member	X	
Suzanne Finney	SF	Member		X
Jeanmarie O'Clair	JMO	Member	X	
Beth Higgins	BH	Member		X
Guests				
Jessica Rapp Grasseti	Barnstable Town Council President			
Mary Taylor	Yarmouth resident / Committee Applicant			

Topics	Action #
Opened Meeting at 7:03 pm.	
Attendees welcomed guests Jessica Rapp Grasseti, Barnstable Town Council President and Mary Taylor, Yarmouth Resident and MCCC Applicant.	
Announcements: The MA House and Senate voted to override Governor Charlie Baker's veto of the Massachusetts Cultural Council budget	
Approval of June/July Minutes: June minutes out for draft / review; approval deferred to September meeting. It was noted there was not a quorum at the June meeting therefore no voting occurred however, the discussion was worthy of minutes. ACTION – MW/MH to send GK their notes of the June meeting for entry in the minutes	21
July minutes were approved with the following edits: Correct spelling of Marlene's name; correct NEFA – New England Foundation for the Arts. ACTION: GK to correct minutes and distribute for posting to web site	22
Reviewed Action items from past meetings – see action log below.	
July Treasury Report Approved: The Treasury Report was presented by RY and approved during the meeting. Noted: All 2015 Grants have been paid Four 2016 Grants have been paid If a request for reimbursement for a 2016 grant has not submitted by 12/31/2016 the grant will be forfeited and funds rolled into the 2017 budget.	

Topics	Action #
<p>New On Line Grant Application Process: MW reminded attendees to sign up for the LLC Webinars to learn about the new on line application process. A number of member have registered for the Aug 18th session. ACTION: Members who have yet to register sign up for training.</p> <p>KR and JMO have reached out to the Barnstable and Yarmouth school systems and RY talked to the Whydah Museum to inform them of the on line application process and the available training sessions from LLC.</p> <p>Action: MW will work with BH on a press release to include information about the on line process and the webinars. A note that MCCC members will be available for assistance upon request will be included. The PR will be sent to former grantees. Discussed if paper grant applications would be accepted. RY motioned to only accept on-line applications JMO 2nd; all approved. It was agreed MCCC members would provide assistance to applicants as needed.</p>	<p>23</p> <p>15/24</p>
<p>Review of the Report of the HyArts Discovery Walk project:</p> <p>Attendees reviewed the “Public Art Project Update as of August 4, 2016” document provided via email and commented on the following:</p> <p>Reviewed site locations on a town map and noted there are now 4 sites, the Amory site has been dropped, and clarified the location of the “HyArts Pocket Park”.</p> <p>Discussed the note in the report about the new artist in residence at Studio 46 contributing to the “concept as it develops”. The MCCC will need the following information as the project develops:</p> <ol style="list-style-type: none"> 1. In what capacity would the artist be involved? Consultant? Financially Compensated? Added to the Grant as a recipient? Donation of time / work? Etc. 2. Has the resident artist already been consulted and/or have they expressed interest in the project? 3. Studio 46 is rented on lease what are the terms of the lease (years) and when the resident artist leaves will their artwork remain? (will the town own the art work?). <p>Discussed the Walkway to the Sea concept and agreed it should include enhancing the shanty experience. Action: MW will bring feedback to project team</p> <p>Guyer Barn Reception scheduled for first week in December and will need committee members to plan it. MH proposed the same person who manages “Events” should manage “Fundraising” to bring consistency and expertise to the process. It was noted SF agreed to chair fund raising in the July meeting, JC volunteered to assist. MH motioned two chairs for Fund Raising and Events: Suzanne Finney and Joel Chaison; GK 2nd the motion and all approved.</p> <p>The Guyer reception will focus on the Business Community to inform them of the project concept and future fundraising efforts. Availability of seasonal business people in the winter months was noted as something to consider in the planning.</p> <p>It is yet to be determined if the display will be portable for ease of display at other sites.</p>	<p>25</p>
<p>Local Guidelines: Reviewed changes agreed to in July meeting and made the following adjustments: Guideline 7: Use “should” rather than “Recommend”: “Cultural non- profits in Barnstable and Yarmouth <u>should</u> have a profile in NEFA, (New England Foundation for the Arts) “Creative Ground”.org database. Updated with Mid Cape Cultural</p>	

Topics	Action #
<p>Council Directory under professional associations.”</p> <p>Guideline 8 Change “should” to “must” and add postmarked by 12/31.</p> <p>“Funded projects must be completed by December 31st of the year following the application; and reimbursement request must be postmarked by December 31st.”</p> <p>Clarified – Grant applicants wishing to the same project at 2 locations should submit one application indicating the 2 locations.</p> <p>Funding Priorities. Reviewed priorities as noted in the July minutes. No changes made.</p> <p>ACTION: MW to update local guidelines as noted above and add to funding priorities to the document.</p> <p>It was noted we had agreed to distribute, review and bring comments of Grant application rating worksheet to tonight’s meeting. This action was not completed and will be added to the Sept agenda.</p>	<p>26</p>
<p>Web updates:</p> <p>It was clarified the MCCC page is on the LCC web site there is no standalone MCCC web site. The Co-Chairs are responsible for the site updates.</p> <p>The MCCC Facebook page is managed by MCCC and JMO and KR will continue to manage it as our Social Media Managers.</p> <p>MW will contact Becky L. to send KR the photos she would like posted to the FB page.</p> <p>Posting of minutes and agendas: The town posts these documents to the town site; GK to obtain contact information from EM.</p> <p>Google Drive/Email: members agreed the Password will be reset on the same cycle as the LCC password reset. Action: GK reset password</p> <p>KR volunteered to create an Instagram account.</p>	<p>27</p>
<p>New Members:</p> <p>Jessica informed us a new member, Paula Hersey, from Barnstable is being presented for 2nd reading at the Town Council Meeting on August 11th.</p> <p>Unfortunate Bill Ray is not eligible due to location of permanent residency however he is open to volunteering.</p> <p>Mary Taylor – has submitted her application to the town of Yarmouth.</p>	
<p>JMO shared an MCCC brochure that is available in the Barnstable Town Hall kiosk; the brochure is dated and in need of updates.</p> <p>ACTION: KR volunteered to work on the updates.</p>	<p>28</p>
<p>Discussion on how to engage the Yarmouth town government. JC would like to educate them on the MCCC’s mission, and how Yarmouth could be involved in initiatives similar to the HyArts Public Arts project. It was agreed the Yarmouth committee members led by MH will request to be added to the Yarmouth Selectman’s meeting. Jessica offered to contact Tracey Post of Yarmouth.</p> <p>RY pointed out 43% of our grant funds went to Grantees from Yarmouth.</p> <p>Action: MH to coordinate meeting with Yarmouth</p>	<p>29</p>
<p>Role Descriptions:</p> <p>MH suggested all member craft their role description using the information MW sent via email and bring it to the September meeting to review.</p> <p>Role description</p> <p>Skills that are in support of specific types or tasks or functions</p> <p>Any observed skill gaps on the committee</p> <p>Action: all members as stated above</p>	<p>30</p>

Action Items (Note open items will be carried on minutes until closed. Going forward numbering will not repeat)

No.	Action	Status	Owner	Date Raised	Target Date
21	Send GK notes of the June meeting for entry in the minutes	Open	MW/MH/GK	8/10/16	8/19/16
22	Correct July minutes and distribute for posting to web site	Open	GK	8/10/16	8/25/16
23	Sign up for the web-ex or in person training for on line applications.	Open	All	8/10/16	8/16/16
24	Work with BH on a press release to include information about the on line process and the webinars. A note that MCCC members will be available for assistance upon request will be included. The PR will be sent to former grantees. (related to 15)	Open	MW/BH	8/10/16	9/14/16
25	Talk to Public Arts project team about expanding the Walkway to the Sea concept to include enhancing the shanty experience	Open	MW	8/10/16	9/14/16
26	Update local guidelines and add funding priorities. Submit for posting on LCC/MCCC page	Open	MW/MH	8/10/16	8/25/16
27	Reset Gdrive and Gmail password		GK	8/10/16	
28	Update MCCC brochure	Open	KR	8/10/16	8/19/16
29	Coordinate meeting with Yarmouth selectmen	Open	MH	8/10/16	9/14/16
30	Bring role description, personal skills, and committee skill gaps to discuss at Sept meeting	Open	ALL	8/10/16	9/14/16
14	Circulate/complete June minutes	Open	EM/GK	7/13/16	7/22/16
15	Write a press release about the grant app process. Post to web pages.	Open	BH, JMO, KR	7/13/16	8/1016
16	Add media coverage and press release tasks to reception task list	Open	GK	7/13/16	8/1016
18	Email Grant application rating worksheet to committee members for review and to bring comments to the August meeting.	Open	MW	7/13/16	8/1016
19	Meet with Melisa Hersh to discuss fund raising.	Open	SF, MW	7/13/16	8/1016
1	When possible, attend MCCC-funded events, wearing badges, take photos	Open	All	5/11/16	6/8/2016

Closed Action Items from this meeting. (note closed items will not be carried to minutes of next meeting).

No.	Action	Status	Owner	Date Raised	Target Date
10	Notify all of the Public Arts Project artists and keep the council apprised of progress. 8.10.16 – Team submits monthly updates	Close	Becky	5/11/16	On going
11	Submit reports on progress to Marlene to share with the Council through Dec. 30– Team submits monthly updates	Close	Becky	5/11/16	On going
13	Call or email their legislators asking them to override the governor’s arts veto.	Closed	ALL	7/13/16	7/15/16

No.	Action	Status	Owner	Date Raised	Target Date
17	Update the guideline document and send out to all members via email for review and approval	Closed	MW	7/13/16	8/1016
20	Invite Public Arts project artists to the beginning of the August meeting to provide committee an overview. 8/10/16 - Team requested to attend Sept meeting	Closed	MW	7/13/16	8/1016

Amended: Web Updates Item amended as requested in September 14, 2016 meeting: KR volunteered to create an Instagram account.