

Mid-Cape Cultural Council - Monthly Meeting Minutes	
Date/Time	Wednesday, March 8, 2017 7:00 pm
Location	Growth Management Conference Room, 3 <sup>rd</sup> floor, Town Hall, Hyannis, MA
Facilitator	Marilyn Heberling, Co-Chairs
Documented by	Georgia Kreth, Recording Secretary

Attendees	Initials	Role	Present	Excused Absence	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		
Ellen Cliggott	EC	Member	X		
Kim Rumberger	KR	Member	X		
Paula Hersey	PH	Member		X	
Mary Taylor	MT	Member	X		
Other Attendees: Kevin Shanley					

Topics
Opened Meeting at 7:05 pm.
February 8, 2017 MCCC Meeting minutes - approved
<p>Treasurers report – approved  Noted: State funds have been received. We are prepared for 2017 grant reimbursements.  CCA and Station Ave. have been reminded to submit their reimbursement forms for 2016 grants. <b>ACTION 59: RY</b> will send a formal email with a deadline of 3/31/17. No further extensions will be allowed.  Kathleen Healy grant remains funded due to her program schedule being moved out.  2 reimbursements are in process because additional paperwork was required.  2017 Grantee – Lunar New Year – forfeited grant due to their venue being closed.</p>
<p>Media Committee Report:  Deferred to April meeting</p>
<p>Fundraising Report:  Working on determining engineering requirements.  Adding donor form to the brochure as a tear off  MW has identified potential donors for naming opportunities  Looking into potential infrastructure donors  Considering reception sponsors  Annual reception will be held at the Maritime Museum, Wed. May 31 from 5-7  MCCC is responsible for refreshments  Reception email and post card invitations are being worked on  MH contacted grantees about the reception  EC started a donor spreadsheet on the Gdrive. If anyone has updates, please enter them on the sheet and let EC know.  KR, MT, PH are working on the marketing and PR plan  Discover Walk brochure: text is complete; format is in progress.  EC contacted Melissa H about logos and photos that could be used</p>
<p>Discover Walk update:  MH is still working with Melisa Hersch on engineer sign off. Melissa requested an email with back up documentation. Melissa was to contact Elizabeth Jenkins, Director of Growth Managements to present to the town. In a meeting with MH, Melissa Hersch said that we still need to fund raise in order to do the sculptures for the engineer then to sign off on them.  We would like to confirm Town maintained is part of the package.  <b>ACTION 60: MH</b> will inquire with Melissa to see if there is a template or plan from past sculpture projects that we can follow.  Attendees agreed further exploration is needed on donor communication with respect to funding thresholds and at what point donations may be returned if the project did not move forward.</p>

Topics
New Member Recruitment: Kevin Shanely's appointment was moved out due to Town Council schedule RY has a potential candidate and will invite them to the next meeting KR will reach out to the Civic Association of Hyannis to see if there is any interest
Story Telling contest: deferred to April meeting
Other: Once official Kevin S. will work on Press Release for 2017 grant cycle. RY will look on the Mass Cultural Council site for a press release template. March 28, Arts Matter event. MH is planning to attend if anyone else would like to please let her know. Attendees voted and approved funding for a MCCC phone number. <b>ACTION 61:</b> MT will look into obtaining a number from Magic Jack. The number will be used on brochures and other council communications. Send feedback to MT on brochure. MT and the PR committee will collaborate on the look and feel of brochures and other communication materials.
Meeting adjoined at 8:07
Next meeting Wednesday, April 12, 2017

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
44	Finalize brochure	In progress	KR/MT	9/14/16	3/8/17
57	Send EC 5 bullet points of who we each are, why we chose to give back to our community etc.	Open	ALL	2/8/17	3/8/17
59	Send a formal email with a deadline of 3/31/17	Open	RY	3/8/17	3/10/17
60	Ask Melissa to see if there is a template or plan from past sculpture projects that we can follow.	Open	MH	3/8/17	4/12/17
61	Look into obtaining a number from Magic Jack.	Open	MT	3/8/17	4/12/17

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

No.	Action	Status	Owner	Date reported Complete
56	Write a letter asking the grant recipients to send files to PH	Closed	MH	3/8/17
58	will send grantee press release information to KS for a press release.	Closed	MH	3/8/17