

Mid-Cape Cultural Council - Monthly Meeting Minutes	
Date/Time	Wednesday, June 14, 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		
Georgia Kreth	GK	Secretary	X		
Ellen Cliggott	EC	Member	X		
Kim Rumberger	KR	Member		X	
Paula Hersey	PH	Member	X		
Mary Taylor	MT	Member	X		
Kevin Shanley	KS	Member	X		

Guests: Sarah Thornigton, Christine Martiny, Lynne Belfiore., Don Knaub

Topics
<p>Opened Meeting at 7:04 pm.</p> <ul style="list-style-type: none"> <li>- Welcome guests and introductions.</li> <li>- Four guests who are potentially interested in joining the Council attended the meeting.</li> <li>- MH provided an overview of the purpose of the MCCC.</li> </ul>
<p>May 2017 MCCC Meeting minutes - approved</p>
<p>June MCCC Treasurers report – reviewed and approved  RY provided an overview of how funds are held and the report structure.  One 2016 grant reimbursement is outstanding. RY is working to close it out.  \$13. In cash donations were raised during the reception.</p>
<p>Media Committee Report provided by PH:</p> <ul style="list-style-type: none"> <li>-</li> <li>- Would like to use Facebook live more. Used it during the Grantee Reception and it was very well received by followers.</li> <li>- During the summer months posts will focus on getting people out to support the Arts (Shanty's, concerts etc.).</li> <li>- Starting to put together albums and would like members to take pictures of events they attend to add to it.</li> <li>- Requested members share the FB page and invite friends to follow us with a note of how much we distribute in grants annually</li> <li>- Requested members encourage our grant recipients to submit pictures, videos etc. of their projects for use on our social media accounts.</li> <li>-</li> <li>- <b>ACTION 79:</b> MT send PH reception photos.</li> <li>- <b>ACTION 80:</b> ALL Invite FB friends to follow/like the page; provide PH photos of events; encourage Grantees to submit items for social media.</li> <li>- Emailed members a link to Trello tutorials. PH reviewed the Trello bulletin board capabilities and how she has set it up initially. Current boards are: Action items; Grantee Events; Discover Walk; Fundraising. Can add tasks, checklists, assign people tasks etc. Can add boards.</li> <li>- PH suggested after everyone reviews the tutorials we can discuss how we want the boards laid out.</li> <li>- <b>ACTION 81: ALL familiarize yourself with Trello</b></li> </ul>
<p>Fundraising Report:  The Fund raising committee has come up with some possible fund raising events and are looking into the details. MH/MT continue to meet with proprietors of establishments that may be interested in participating in a fund raising event.  The fundraising committee meets separately and will report back in July meeting.</p>

<p><b>Topics</b></p> <p>Noted any donation request should have two Council Members present.  Fundraising Committee is exploring the benefits of paid social media boosts.  RY is inquiring with “Patronisity”, an organization that vets initiatives and have sponsor organizations.</p> <p>ACTION 82: EC report on fundraising progress; RY – “Patronisity”</p>
<p>Discover Walk update:</p> <ul style="list-style-type: none"> <li>MH reported the MCCC will not be presenting at the June Town Council meeting because Melissa Hersh suggested a meeting with a sub-set (President, VP) of the Town Council to discuss the HyArts Discovery Walk project.</li> </ul>
<p>Reception Review:</p> <p>Many members receive positive feedback on the event and grantee projects from the attendees.  Smaller space provided a more intimate setting, but use of the outdoor patio would have been a plus if the weather had cooperated.  Program organization of interspersing performances with guest speakers was well received.  Media presence and article in the Barnstable Patriot after the event helped in our efforts to socialize the Mid Cape Cultural Council purpose and initiatives.</p>
<p>Voting of Officers:</p> <p>Discussed organization options for officer seats.</p> <ol style="list-style-type: none"> <li>Chair, Chair and Co-Chair, Chair and Vice Chair. Motioned and approved – Chair and Vice Chair</li> <li>Secretary or Recording Secretary and Correspondence Secretary. It was noted now that the grant applications and notifications are electronic and we have a Media Committee the work load for a correspondence role has been reduced. Motioned and approved a single secretary.</li> </ol> <p>Nominations and Voting:</p> <p>Chair - Marilyn Heberling nominated and approved  Vice Chair – Mary Taylor nominated; Mary declined the nomination due to other commitments. Further candidates were discussed and it was agreed to table the voting the Vice Chair to a later meeting.  Treasurer- Rachel Youngling nominate and approved  Secretary – Georgia Kreth– nominated and approved</p>
<p>New Member Recruitment:</p> <p>Four guests noted above were present to become familiar with the Council and are considering applying for seats on the Council.</p>
<p>Other Projects:</p> <p>Prior to the meeting PH sent members an email about Public art on state owned land. She would like to talk about promoting programs such as this that are available to our community. Agreed the first step was to determine what state owned land is in our community.  ACTION 83: KS will contact the town about what land is state owned.</p>
<p>Meeting adjointed at 8:20 pm</p>
<p>Next meeting Wednesday, July 12, 2017</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
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	7/12/17
67	Add additional donor contacts to list on gdrive	On going	ALL	4/12/17	On going
70	Organize Gdrive and include table of contents.	Open	GK	4/12/17	8/12/17

No.	Action	Status	Owner	Date Raised	Target Date
74	Explore other options (fee based processing; fiscal agent from other organization)	On going	RY	5/10/17	7/12/17
79	Send PH reception photos.	Open	MT	6/14/17	7/12/17
80	Invite FB friends to follow/like the page; provide PH photos of events; encourage Grantees to submit items for social media.	Open	ALL	6/14/17	7/12/17
81	Familiarize yourself with Trello	Open	<b>ALL</b>	6/14/17	7/12/17
82	Report on fundraising progress; RY – “Patronisity”	Open	EC/RY	6/14/17	7/12/17
83	Contact the town about what land is state owned.	Open	KS	6/14/17	7/12/17

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
44	Finalize brochure	Closed	KR/MT	5/15/17
65	Review list on gdrive/mail and add missing people.	Closed	ALL	5/29/17
71	Press Release make changes and distribute for comment/approval	Closed	KS	5/19/17
72	Send PH final donation form	Closed	MT	5/12/2017
73	Send PH photos of mentor event	Closed	MH/KR	5/19/17
75	Contact the Maritime Museum on refreshment policies and if there are any paperwork requirements.	Closed	MH	5/19/17
76	Provide MT final count of guests for refreshments.	Closed	EC	5/29/17
77	Look into food server volunteers	Closed	RY	5/26/17
78	Proof final brochure and looking into printing costs	Closed	KR	5/26/17