

Mid-Cape Cultural Council - Monthly Meeting Minutes	
Date/Time	September 13, 2017 7:00 pm
Location	Growth Management Conference Room, 3 rd floor, Town Hall, Hyannis, MA
Facilitator	Marilyn Heberling, Chair
Documented by	Georgia Kreth, Secretary

Attendees	Initials	Role	Present	Excused Absence	Absent
Marlene Weir	MW	Member	X		
Marilyn Heberling	MH	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	Vice Chair		X	
Mary Taylor	MT	Member	X		
Kevin Shanley	KS	Member	X		
Don Knaub	DK	Member	X		
Lynne Belfiore	LB	Member	X		
Sarah Thornington	ST	Member	X		
Martha McClusky	MM	Member	X		

Topics
Opened Meeting at 7:05 pm.
Introductions of MCCC Members
August MCCC Meeting minutes - approved
<p>August MCCC Treasurers report – Approved RY provided an overview of the report.</p> <p>Highlights: 2017 Grant Funds: 1 grantee forfeited, 1 extension request, 1 underspent by \$50. Which is returned to the Grant budget. 2017/18 – Budget amount dependent on Legislation results. Fundraising account: \$25. Donation received. Requesting 100% donation participation from MCCC members. In the Aug meeting it was thought RY's term would be up in June 2018 upon further investigation it was found she is eligible to serve 2.5 additional years for a total of 6 years.</p>
<p>Media Committee Report provided via email by PH:</p> <ul style="list-style-type: none"> • Video PSA's for Taste of Art and Grant Requests will be available for sharing on Friday. Taste of Art Event is setup on FB, please share! • Mass Cultural Council created a videos on the grant application process PH scheduled posts on our MCCC FB page with for each segment. Council members are asked to SHARE the links on FB. • PH contacting Melissa Hersch & Mary-Ann Agresti for an interview on the Discovery Walk next week, and will do a video walk through with them.
<p>ACTION 57: EC reminded members to submit their self-describing bullet points and photos for FB bios to her.</p>
<p>Fundraising Events Committee Report:</p> <ul style="list-style-type: none"> • A Taste of Art event <ul style="list-style-type: none"> ○ MH provided an update and a reminder of the importance of jumping into the fundraising process by means of this event. ○ MT – Provided printed posters and flyers for members to distribute throughout the community. She reviewed the Packet and stuffers that will be provided to patrons the evening of the event. Press release, emails and Facebook event announcements have gone out. ○ Sunday Sept 18th volunteers will meet at MH's store to help with event promotion and ticket sales during the Open Streets event. DK, MT, ST` ○ Members are asked to meet at the Guyer Barn between 4 – 4:30 pm on the afternoon of the event. ○ Patrons will have a ticket to redeem their packet. ○ MCCC members will be positioned at each restaurant.

Topics
<p><u>ACTION 93:</u> GK will send an email with press release and flyer announcement to the Gmail contacts</p> <ul style="list-style-type: none"> MH – Proposed one act play contest based on the Discovery Walk sculptures. Fundraising through submission fees and performance tickets when the winning play is produced. Proceeding on Play Contest was voted on by council and committee was formed Sub-committee volunteers are: MH, ST, MM, RY, and KS (part time). RY explained the fund raising plan, the Patronicity process and why some fund raising is need prior to going through Patronicity. EC distributed the fund raising letter to MCCC members via email. MH has sent it to some possible donors. MW requested a formal packet to distribute to possible donors. MT volunteered to assist her in creating the packet. Upon further discussion a “Major Gifts and Grants” sub committee was formed. Members are: MW, DK, MT MT brought forward and attendees agree to explore of an art theme concept relative to Hyannis as a port.
<p>Discovery Walk Public Arts Project update:</p> <ul style="list-style-type: none"> RY explained the project is not required to submit a new grant request application each year because the MCCC is allotted a percentage of funding for projects each year. The Discovery Walk press release is complete and will be sent out after the Taste of Art event. MW will explore having an article published in the Cape Cod Times
<p>New Member Recruitment:</p> <p>With new members recently appointed and one in process the committee will be at 13 members. There is another person who may be interested as well. Committee agreed further recruitment is not necessary at this time.</p>
<p>Other:</p> <ul style="list-style-type: none"> MT suggested using “Mail Chimp” for email distribution announcements to the community. Grant application deadline is October 17th. <p><u>Action 94:</u> GK will send email to Gmail contacts about grant application deadline.</p>
Meeting adjourned at 8:37 pm
Next meeting Wednesday, October 11, 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
57	Send EC 5 bullet points of who we each are, why we chose to give back to our community etc. EC to provide list of who hasn't done this yet.	Open	ALL	2/8/17	10/11/17
70	Organize Gdrive and include table of contents.	In process	GK	4/12/17	10/11/17
79	Send PH reception photos.	Open	MT	6/14/17	10/11/17
81	Familiarize yourself with Trello	Open	ALL	6/14/17	8/16/17
87	KS send PH map of sites	Open	KS	7/12/17	9/13/17
92	Include request for promotional materials in email notifications to grantees, so that so we can review the placement of our logo, and we can also promote their activities	Open	GK	8/9/17	12/31/17
93	Send an email with press release and flyer announcement to the Gmail contacts	Open	GK	9/13/17	9/14/17
94	send email to Gmail contacts about grant application deadline.	Open	GK	9/13/17	9/14/17

Reminders:

Add additional donor contacts to list on gdrive

Invite FB friends to follow/like the page; provide PH photos of events; encourage Grantees to submit items for social media.

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

No.	Action	Status	Owner	Date Open	Reported Closed
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85	Coordinate workshop	Cancelled	MW/PH	8/16/17	9/13/17
88	EC to provide list of who hasn't done this yet.	Added to 57	EC	8/9/17	9/13/17
89	Re-send out the cover letter to everyone.	Complete	EC	8/9/17	8/16/17
90	EC will touch base with RY regarding Patronicity, the quiet period	Complete	EC	8/9/17	9/13/17
91	Free ¼ page ad for Cape Symphony program book	Complete	EC/KR	8/9/17	9/13/17
93	Send copies of last year's grant applications to DK and EC	Complete	MH	8/9/17	9/13/17