

<b>Mid-Cape Cultural Council - Monthly Meeting Minutes</b>	
Date/Time	Wednesday, November 9, 2016 6:00 pm
Location	Growth Management Conference Room, 3rd Floor, Town Hall, Hyannis, MA
Facilitator	Marlene Weir, Marilyn Heberling, Co-Chairs
Documented by	Georgia Kreth, Recording Secretary

<b>Attendees</b>	<b>Initials</b>	<b>Role</b>	<b>Present</b>	<b>Absent</b>
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	
Paula Hersey	PH	Member	X	
Mary Taylor	MT	Member	X	
<b>Other Attendees</b>				
Ellen Cliggott				

<b>Topics</b>
Opened Meeting at 6:00 pm.
Approval of October Minutes: Minutes being drafted; approval deferred to December meeting
October Treasury Report – no updates since report presented/approved at the 10/27/2016 meeting.
<p><b>Fundraising:</b></p> <p>Due to resignations additional volunteers are needed for the Fund Raising Committee. MH, MW, and KR volunteered to be on the committee. RY will need to be involved with the finances as part of her Treasurer duties.</p> <p>The remainder of the meeting was used to discuss the grant applications and determine approvals. The results will be published following the LCC grant award procedures.</p>
Next meeting December 14, 2016 at 7pm

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

<b>No.</b>	<b>Action</b>	<b>Status</b>	<b>Owner</b>	<b>Date Raised</b>	<b>Target Date</b>
1	When possible, attend MCCC-funded events, wearing badges, take photos	Open	All	5/11/16	On going
31	Assist public arts project with video	Open	PH	9/14/16	TBD
33	Request a contact list from the Business Improvement district	Open	MH	9/14/16	9/30/16
39	Review Conflict of Interest Document	Open	ALL	9/14/16	
40	Re-write Grant Rejection letter	Open	GK	9/14/16	9/30/16
44	Finalize brochure	Open	KR/MW	9/14/16	10/12/16
45	Contact town of Barnstable to update members on	Open	GK	9/14/16	10/12/16

No.	Action	Status	Owner	Date Raised	Target Date
	site				
46	Print grant applications and available prior to the Grant review meeting.	Open	MH/MW	10/27/16	11/2/16
47	Send a reminder to Grantees to submit their reimbursement requests	Open	RY	10/27/16	12/14/16
48	Finalize wording of attendance policy.	Open	MH/MW	10/27/16	12/14/16
49	Follow up with the town to see if conference phones are available.	Open	: MW	10/27/16	12/14/16
50	Add language to the Public Arts Coordinator role description and bring back to the committee for review.	Open	MH	10/27/16	12/14/16
51	Distribute Publicity report to committee members electronically post meeting.	Open	: PH	10/27/16	12/14/16
52	Think about recommendations for new members.	Open	ALL	10/27/16	12/14/16

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