

Meeting Minutes Mid-Cape Cultural Council Monthly Meeting	
Date/Time	Wednesday, April 13, 2016 7:00 pm
Location	Growth Management Conference Room, 3rd Floor, Hyannis, MA
Facilitator	Becky Lawrence
Documented by	Georgia Kreth

Attendees			
Name	Role	Present	Absent
Marlene Weir	Co-Chairman		X
Becky Lawrence	Co-Chairman	X	
Rachel Youngling	Treasurer		X
Elise McMullin	Secretary	X	
Joel Chaison	Member	X	
Barbara Adams	Member	X	
Georgia Kreth	Member	X	
Kim Rumberger	Member	X	
Suzanne Finney	Member	X	
Jeanmarie O'Clair	Member	X	
Beth Higgins	Member		X
Marilyn Heberling,	Member	x	

Topics Discussed	Action #
Open Meeting: 1 out of state guest observed	
<p>Announcements:</p> <p>The House Committee on Ways and Means proposed budget cut was discussed. The proposal recommends \$10 million to support the arts, humanities, and sciences through the Massachusetts Cultural Council (MCC) for the coming fiscal year.</p> <p>The MCC's current budget is \$14 million; in his FY17 budget released in January, the Governor proposed level funding. This is approximately a 28% cut to MCCC grant funding.</p> <p>The Committee Members agreed this is a significant issue and agreed to contact our State Reps with our concerns. ACTION</p>	1
<p>A conversation with Representative Brian Mannal: Representative Mannal was at the State House longer than expected and sent his regrets prior to the meeting. He did make mention of our invite to speak at the June 1st Reception. Marilyn will follow up. ACTION</p>	2
<p>Approval of March Minutes:</p> <p>The March minutes were sent via email at 4:19 pm today (4/13/16). The minutes were motioned and accepted, 2 members (Georgia & Marilyn) abstained from the acceptance as they did not have sufficient time to review the minutes.</p>	
<p>Approval of Treasury Report:</p> <p>The Treasury Report was sent via email at 6:20 PM today (4/13/16). The report was discussed, motioned and accepted, 2 members (Georgia & Marilyn) abstained from the acceptance as they were in the process of reviewing the March minutes while the financials were being discussed.</p> <p>Financial updates since last month: All 2015 grants have been paid out. All grant dollars are accounted for on the report. Child Development and CCC conservatory Music Works are now listed There was some accrued interest and no new administrative costs.</p>	

Topics Discussed	Action #
<p>The Public Arts Project financials have not been added to the report. ACTION Follow up is needed with Rachel to determine how to best track it. Becky indicated she has been tracking the costs.</p>	<p>3</p>
<p>Grant Reception Update: A printed status report was provided to each attendee and it is included on the last page of this document. Marilyn provided the status in detail. Key items discussed: Welcome table – will be at the entrance of the hall. Joel agreed to man the table.</p> <p>Serving of beverages – a table will be set up for beverages. Barbara agreed to man the beverage table.</p> <p>Display tables - We confirmed there will be sufficient tables and space for displays in the designated area. In the event the area is too small the Cultural Center will allow us to use the other rooms adjacent to the main area.</p> <p>Music – Joel has reserved a Chamber Music group to play for 20 minutes or so. ACTION He will re-confirm their attendance by the May meeting; and will ask them to arrive by 4:30 to set up and to begin playing by 5:00.</p> <p>Invitations: Are being sent via email on April 19th with a click response RSVP. ACTION The invitation will be emailed to the Committee prior to the email blast. ACTION Any member that would like to invite people who are not on the main email distribution list should send the email addresses to Georgia and Marilyn.</p> <p>Entertainment – Marilyn reviewed the entertainment list. ACTION Joel requested the name of the dance group accompanying the musician be added to the list.</p> <p>Refreshments: ACTION Members were encouraged to solicit refreshment donations prior to the May 11th meeting and agreed to enter their donation information in the spreadsheet that is on the google drive and sent via email to all committee members. The entries should include what type of food is being donated to avoid duplicates. ACTION The link to the spreadsheet will be re-sent to members.</p> <p>Refreshment tables and paper goods. Barbara shared her ideas on table linens and coordinating paper goods. ACTION Jeanmarie offered to check with the Cultural Council for goods they may have available.</p> <p>Handouts: Becky inquired about what printed materials would be provided. Georgia/Marilyn mentioned they had reviewed last year’s materials and determine the program and MCC Brochure would be combined into on handout.</p> <p>Suzanne proposed making the event a fundraiser. It was noted the event was to honor the Grantees; and that adding fund raising activities at this late date would be difficult to coordinate. Suzanne was encouraged to continue the fund raising discussion (for a separate venue) later in the meeting.</p>	<p>4</p> <p>5</p> <p>6</p> <p>7</p> <p>8</p> <p>9</p> <p>10</p>
<p>Council Name Tags: Kim distributed the Council name tags. They were very well received. ACTION Kim will add Becky’s name to the generic name tag for her for the remainder of her term.</p>	<p>11</p>
<p>Public Arts Project: Becky provided a status of the Public Arts Project. 8 submissions have been received. The arts advisors and Melissa H, are in the process of reviewing the submissions and entering their comments in the web application. Becky noted additional people cannot be added to the site due to additional cost. ACTION Becky agreed to download the information and provide it to all committee members prior to our May 11th meeting to allow time for each member to carefully review the submissions prior to the meeting. It was clarified the arts advisors are providing comments and advice but it is the Mid Cape Cultural Council Members who will vote to decide on which submissions are accepted. It was further noted that Kim Rumberger (Council Member) entered a submission. Kim noted she should not review the other submissions or be involved in the selection discussions due to conflict of interest. All present members agreed. Becky indicated she</p>	<p>12</p>

Topics Discussed	Action #
will arrange the May meeting agenda in such way as to allow Kim to be present for the regular council business. Becky confirmed there were no other submissions from other artist groups, committees or councils that would be considered a conflict of interest.	
Fundraising: The meeting adjourned prior to further discussion of fundraising.	

Open Action Items from this Meeting

No.	Action	Status	Owner	Date Raised	Target Date
1	Contact State Reps – by Link to pre-filled statement is in the MCC email.	Open	All	4/13/16	4/15/2016
2	Confirm Rep. Mannal will speak at the June 1 st Reception	Open	Marilyn	4/13/16	5/11/2016
3	Provide guidance on how to best track the Public Arts	Open	Rachel	4/13/16	5/11/2016
4	Re-Confirm and provide set up time to Chamber Music group for reception	Open	Joel	4/13/16	5/11/2016
5	Email Council Members the copy of the Reception invitation	Open	Georgia	4/13/16	4/15/2016
6	Send email address for additional invitees to reception to Georgia and Marilyn	Open	All	4/13/16	4/15/2016
7	Add names of Dancers to the Reception performer list	Open	Marilyn	4/13/16	5/11/2016
8	Solicit Donations for reception and enter in tracker	Open	All	4/13/16	5/11/2016
9	Resend link to donation tracker to Committee	Open	Georgia	4/13/16	4/15/2016
10	Check for supplies available at Cultural Center for reception	Open	Jeanmarie	4/13/16	5/11/2016
11	Becky's name on generic name tag	Open	Kim	4/13/16	5/11/2016
12	Provide copies of Public Art Project submissions to all Committee members except Kim	Open	Becky	4/13/16	4/26/2016 (target date provided by Becky 4/15/2016

Appendix:

MCCC June 1st Grantee Reception Update

April 13th, 2016

Status:

-At March meeting it was determined that all council members will bring a food donation or secure a donation of food or wine from a restaurant or store. Barbara will secure donation of paper plates and napkins. Joel will get chamber group for beginning music. Chair persons were allotted a budget of \$200 to use as needed.

-On March 18th we met with Kim to set up Donation Tracking Form for council members and the Evite Invitation form where people can RSVP on line. We will send the invitation out on April 18, requesting a RSVP by May 18th. At this meeting, Kim volunteered to do name tags for the reception.

-On March 24th we sent council members a suggested Donation Request letter.

-We have contacted various officials for guest speakers and are awaiting their response.

Updated Task List:

Task Group

Lead Person Responsible

CCCC Event Liaisons	Jeanmarie, Georgia, Marilyn
Communications (Invitations, Signage, Program)	Georgia & Marilyn
Agenda /Guest Speakers	Georgia & Marilyn
Entertainment (6 groups)	Marilyn, Rachel (MC)
Displays (11 tables)	Becky
Refreshments	All Council Members
Centerpieces	Marlene
Tableware / Trays	Barbara & Suzanne
Name Tags (MCCC & Attendees)	Kim
Photography	Beth
Opening Music Group	Joel
Clean Up	All Council Members