

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

Member				
Name	Initial	Role	Present	Absent
Marlene Weir	MW	Co-Chairman	X	
Rachel Youngling	RY	Treasurer	X	
Elise McMullin	EM	Secretary		X
Joel Chaison	JC	Member	X	
Barbara Adams	BA	Member	X	
Georgia Kreth	GK	Member	X	
Kim Rumberger	KR	Member	X	
Suzanne Finney	SF	Member	X	
Jeanmarie O'Clair	JMO	Member	X	
Beth Higgins	BH	Member	X	
Marilyn Heberling	MH	Member	X	

Topics	Action #
Opened Meeting at: Meeting called to order at 7:12 pm.	
Announcements: Governor Baker vetoed the Massachusetts Cultural Council budget and slashed arts funding down to \$6.5 million. ACTION: Members will call or email their legislators asking them to override the governor's arts veto.	13
Approval of May and June Minutes: May minutes were approved. June minutes out for draft / review; approval deferred to August meeting. ACTION – EM to circulate/complete minutes	14
May/June Treasury Report Approved: The Treasury Report was presented by RY during the meeting. Noted: Public Arts project is now included. 2016 Grant Cycle Allocation has been added to the report. To date 2 grants have been paid; 1 was forfeited – the funds will be carried to the 2017 grant budget.	
Election of Officers: Discussions about officer positions and need for leadership of non-officer roles from June meeting were recapped. Co-Chair arrangement works well with Marlene's schedule. Attendees inquired with Marilyn of her interest in being nominated for co-chair and she was open to it. Secretary position – is a large time commitment for one person. Marlene brought forward the concept of dividing the role into Correspondence Secretary and Recording Secretary. Correspondence to conduct drafting of letters, mailings etc.; and Recording to document meeting minutes and circulate to committee. Elise was open to the Correspondence role and Georgia open to the recording role. Support from other members was discussed to cover items such as personal thank you notes and invitations. Attendees agreed to inquire with Barbara of her interest.	

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<p>Social Media – Facebook page, Town Web Site(s), and MCCC Web site require someone to manage. Attendees agreed to inquire with Kim and Jeanmarie of their interest in these roles.</p> <p>JC motioned to vote on the officer positions to be voted upon: Chair or Co-Chair Treasurer Secretary or Recording Secretary and Communication Secretary Motion was seconded and approved by all attendees.</p> <p>Vote confirmed: Co-Chair; Treasurer; Recording Secretary; Correspondence Secretary Nominations were invited. Nominations: Marlene Weir, Marilyn Heberling Co-Chairs Rachel Youngling – Treasurer Elise McMullin – Correspondence Secretary Georgia Kreth – Recording Secretary</p> <p>JC motioned to bring the slate forward for vote; Slate was approved by RY, seconded by KR; and approved by all attendees</p>	
<p>Other assignments:</p> <p>Social Media – Jeanmarie O’Clair and Kim Rumberger agreed to manage the various web sites/pages and keep them up to date. Press Secretary – Beth Higgins Assist with correspondence secretary tasks – at present Barbara has other commitments but will revisit when/if her schedule frees up.</p>	
<p>FY17 Calendar</p> <p>The following dates were agreed to: August 10 (August meeting is critical for members to discuss the new application process (on line) September 14 October 12 November 9 December 14</p>	
<p>Attendees agreed the November 9 meeting will be used to evaluate grant applications, and will meet on November 10th if more time is needed. Grants are due October 17th and will be electronic</p> <p>Webinars are being offered to Committee Members and Grant application on how to submit a grant using the new on-line process. (Check your email)</p> <p>Committee Members Training: Tuesday, August 2, 6 - 8 pm - Northampton City Hall Hearing Room -- Register Wednesday, August 10, 6 - 8 pm - Framingham McAuliffe Branch Library -- Register</p> <p>Wednesday, August 17, 6 - 7 pm - Webinar – Register</p> <p>Visit MCC’s FAQ Page for LCC Online Applications for more information about the process. Grant Applicant Training: MCC will contact previous applicants on file to invite them to these trainings. Please be in touch with your LCC staff contact if you’d like more information to share with potential applicants. For your information, here is the FAQ Page for Applicants.</p>	<p>15</p>

Topics	Action #
<p>Attendees agreed since webinars will be available to applicants formal training sessions at the local libraries will not be required. Members will make themselves available to assist applicants as needed.</p> <p>ACTION: BH volunteered to write a press release about the process. JMO and KR will post to the websites/pages.</p>	
<p>MW brought forward the 2016 reception feedback JC provide via email but was not in attendance in June to discuss. Key items: Diversity among attendees and presenters; It was noted the performances are open to Grantees only and perhaps how to encourage grant applications representing other areas of art/culture/sciences should be looked at.</p> <p>ACTION: Media coverage – Press Release will be added to the reception preparation task list for future receptions.</p> <p>JMO suggested grant applicants be informed at the time of application of the desire for them to perform and provide a display at the reception. All agreed to this approach.</p>	16
<p>Grant Guidelines Review: Attendees discussed all of the guidelines and agreed to changes as noted in the table below.</p> <p>ACTION: MW will update the guideline document and send out to all members via email for review and approval.</p>	17
Local Guidelines	
Project must benefit people (audiences, artists, students, etc.) in Barnstable and/or Yarmouth.	No Change
NEW Cultural nonprofits in Barnstable and Yarmouth should have a profile in NEFA's CreativeGround database, updated with Mid-Cape Cultural Directory under professional associations.	Move to bottom. Modify wording and spell out NEFA. It is recommended the featured artist has a profile on the New England Foundation for the Arts (NEFA) database, www.CreativeGround.org
If applicant is not from the venue, a letter of interest in the program is required from a representative of the venue with the application.	Add wording. "Note: Location will not be precluded from their own grant application."
Generally, awards are not less than \$250 or more than \$1000.	No Change
Applications for the same project shall be eligible for funding for a maximum of 3 consecutive years.	Add sentence at end: "After which time application must be for a different program."
Applicants are discouraged from submitting more than one application per fiscal year, but if more than one application is submitted, applicants should prioritize them in an accompanying letter.	No Change
If individuals or organizations collaborate on a single application, one member of the collaboration must be designated as the lead applicant for fiscal management purposes.	No Change
Funded projects should be completed by December 15th of the year following the year of	Change deadline to December 31, 2017

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application. Example: If applications are due on Oct. 17, 2016, the project must be completed by Dec. 31, 2017.		
SUBMIT ONE ORIGINAL, typed and signed, application AND 11 COPIES plus (if applicable) one set of support materials.	Delete submissions are now on line	
Funding Priorities		
Features Cape artists, humanists or interpretive scientists.	No change	
NEW Featured artist has a profile in NEFA's database, www.CreativeGround.org	Delete. Covered in local guidelines	
Benefits youth, especially youth-at-risk.	Delete and add "enriches youth" to school curricula below	
Enriches school curricula with student internships, artist residencies or presentations by non-school professionals in arts, humanities or sciences.	Modify wording to "Enriches school curricula and benefits youth."	
Field trips to Cape cultural organizations are encouraged.	Delete. Field trip funding is available to schools from many other sources. Committee agreed grant funds would be of more value in other areas.	
Reduces barriers--such as low-income or disability--to the region's cultural experiences.	Modify wording: "Reduces barriers to the region's cultural experience and provides enrichment to all members of our community."	
Community programs that build awareness of local heritage, natural resources, or arts, e.g., public art, festivals, or concerts.	No change	
Project leverages funds from other sources (includes collaborations among organizations).	No Change	
Project goals are achievable and budget is realistic.	No Change	
0. Helps achieve balance and variety among disciplines.	No change	
1. Helps achieve balance and variety among the 10 villages in both towns.	No Change	
2. Innovatively addresses Mid-Cape region's cultural needs.	No Change	
JMO proposed the grant application rating worksheet be reviewed for possible updates. ACTION: MW will email it to the committee members for review and to bring comments to the August meeting.		18

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<p>Review of the Report of the HYarts Discovery Walk planning meeting.</p> <p>Attendees reviewed the "Public Art Project Update as of June 24, 2016" document provided via email and commented on the following:</p> <p>Exhibit – display model:</p> <p>Location of reception to display model of project. Agreed Guyer Barn is the best location. Model will be on display December 3-11. It was suggested to coordinate the date with the Christmas stroll. MW will check dates.</p> <p>Display should be portable</p> <p>Additional locations should be included: Local Public Libraries, JFK Museum.</p> <p>Funding:</p> <p>Fund raising will be required – the dollars required will be determined after the designs are approved.</p> <p>SF agreed to be the Committee Fund Raising Coordinator for this and any other MCCC fund raising needs. JC agreed to assist.</p> <p>It was noted fund raising efforts must be in synch with the Town. ACTION: SF and MW will meet with Melisa Hersh to discuss.</p> <p>Leveraging the Chamber of Commerce contact list was discussed. ACTION: SF will follow up with the CoC. I</p> <p>ACTION: Committee members would like to understand the details of the project design. It was agreed the artists will be invited to the beginning of the August meeting to provide an overview.</p>	<p>19</p> <p>20</p>
<p>Confirmed MW is the MCCC Liaison with the project team.</p> <p>Other Business:</p> <p>Open Committee seats - It was noted the Town of Barnstable resolution was not updated when Barnstable and Yarmouth merged, and there is a formal process that can be followed to bring in new members beyond the number listed in the resolution.</p> <p>MH provided information on a potential member from Yarmouth and JC of one from Barnstable. It was noted the committee should identify skill gaps and seek new members with those skills (such as fund raising).</p> <p>MH and JC will inform the potential candidates of how to apply to be appointed to the committee.</p>	
<p>Meeting adjourned at 9:00 PM.</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
13	Call or email their legislators asking them to override the governor's arts veto.	Open	ALL	7/13/16	7/15/16
14	Circulate/complete June minutes	Open	EM	7/13/16	7/22/16
15	Write a press release about the grant app process. Post to web pages.	Open	BH, JMO, KR	7/13/16	8/1016
16	Add media coverage and press release tasks to reception task list	Open	GK	7/13/16	8/1016
17	Update the guideline	Open	MW	7/13/16	8/1016

No.	Action	Status	Owner	Date Raised	Target Date
	document and send out to all members via email for review and approval				
18	Email Grant application rating worksheet to committee members for review and to bring comments to the August meeting.	Open	MW	7/13/16	8/1016
19	Meet with Melisa Hersh to discuss fund raising.	Open	SF, MW	7/13/16	8/1016
20	Invite Public Arts project artists to the beginning of the August meeting to provide committee an overview	Open	MW	7/13/16	8/1016
1	When possible, attend MCCC-funded events, wearing badges, take photos	Open	All	5/11/16	6/8/2016
10	Notify all of the Public Arts Project artists and keep the council apprised of progress.	Open	Becky	5/11/16	On going
11	Submit reports on progress to Marlene to share with the Council through Dec. 30	Open	Becky	5/11/16	On going

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

No.	Action	Status	Owner	Date Raised	Target Date
1	Contact State Reps – by Link to pre-filled statement is in the MCC email.	Closed	All	4/13/16	4/15/2016
2	Confirm Rep. Mannal will speak at the June 1st Reception	Closed	. Marilyn	4/13/16	5/11/2016
3	Provide guidance, include data from Becky on the Public Arts Program	Closed	Rachel	4/13/16	5/11/2016
4	Re-Confirm and provide set up time to Chamber Music group for reception	Closed	Joel	4/13/16	5/11/2016
5	Email Council Members the copy of the Reception invitation	Closed	Georgia	4/13/16	4/15/2016
6	Send email address for additional invitees to reception to Georgia and Marilyn	Closed	All	4/13/16	4/15/2016
7	Add names of Dancers to the Reception performer list	Closed	Marilyn	4/13/16	5/11/2016
8	Solicit Donations for reception and enter in tracker	Closed	All	4/13/16	5/11/2016

No.	Action	Status	Owner	Date Raised	Target Date
9	Resend link to donation tracker to Committee	Closed	Georgia	4/13/16	4/15/2016
10	Check for supplies available at Cultural Center for reception	Closed	Jean Marie	4/13/16	5/11/2016
11	Becky's name tag	Closed	Kim	4/13/16	5/11/2016
12	Provide copies of Public Arts Project submissions to all Committee members except Kim	Closed	Becky	4/13/16	4/26/2016
2	Edit April minutes and send out for review. Open	Closed	Elise	5/11/16	6/8/2016
3	Note unclaimed grant amount in next report as part of the 2017 grant cycle	Closed	Rachel	5/11/16	6/8/2016
4	Provide updated financials on Public Arts Project to Rachel for next report	Closed	Becky	5/11/16	6/8/2016
5	Obtain \$100.00 check from the Local Fund for honorarium to Cape Cod Conservatory	Open	Rachel	5/11/16	6/8/2016
6	All MCCC members to arrive, with name badges, at the Cultural Center at 4:00pm	Closed		5/11/16	6/1/2016
7	Contact Melissa to see if Kate's assistance is possible and pick up the signage.	Closed	Georgia, Marilyn	5/11/16	6/8/2016
8	Send notes from Sept. 11 meeting to all council members	Closed	Jean Marie	5/11/16	
9	Send the PPT file to all council members	Closed	Jean Marie	5/11/16	6/8/2016