

Mid-Cape Cultural Council - Monthly Meeting Minutes	
Date/Time	Wednesday, July 12, 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	Member	X		
Mary Taylor	MT	Member	X		
Kevin Shanley	KS	Member	X		

Guests: Lynne Belfiore

Topics
Opened Meeting at 7:08 pm.
July 2017 MCCC Meeting minutes - approved
July MCCC Treasurers report – reviewed and approved Paid: Maritime Museum for reception and printer for brochures A 2016 Grant recipient forfeited \$300. Due to not being able to schedule their last performance. The money is returned to the grant budget for the next cycle.
Media Committee Report provided by PH: <ul style="list-style-type: none"> - Facebook – continuing to post and receiving more views/likes - Would like Grantees to provide more material. Discussed adding information to the Grantee Acceptance letters about requirements to submit materials (photos, PR etc.) to the council about their projects. The creation of a “google form” to capture more information such as event schedules etc. also discussed.
Fundraising Report: EC Completed and shared the cover letter for the donation packets. Updates to the letter included donor levels, tax deductible statement. ACTION 84: RY will confirm process with Charlotte Cutter of MCC Patronisity: RY provided and update the organization Patronisity and their fundraising process/requirements. They are a separate organization that targets place making initiatives. They vet projects, submit them to Mass Development. If accepted Mass Dev matches the goal amount if it is met. The funds cannot be used for engineering; they must go to the artist. The budget details for each art project is required with the application. Once approved the fund raising window is 45 days. MH reported Melissa Hersh is open to our using Patronisity.
Event Planning MT provide an event planning report. Community outreach: MT discussed the value of holding events to develop relationships and raise awareness the MCCC in the community. If they see we are accomplishing things they will support us. She provided an update on the Taste of Art event. Committee members are MT, MH, KS, LB . KS suggested using Eventbrite” to sell tickets to events. They process the payments and then send one check with the fees deducted. The fees are 5% of the total ticket sales, plus .99 cents per ticket.
Grant process workshop – attendees agreed a collaborative workshop with other area Cultural Councils would be beneficial. The purpose would be to educate people on what the Cultural Councils do and the grant application process. Reach out will include our current distribution list as well as a request for others to share with other potential applicants.

Topics
<p>Action 85: MW/PH will coordinate workshop Other outreach ideas discussed: working with the Tech Council on The Arts Foundation Creative Exchange” collaborating with interested artists through Creative Ground Use of additional means of distributing information to reach people who don’t use social media Collaborate with the other Cape Cod Cultural Councils</p>
<p>Discover Walk update: Discussed the timing of the project and the funds required prior to engaging with the town engineering dept. The possibility of consulting with an independent engineer was discussed. Action 86: MH will follow up on Engineering options</p>
<p>Voting of Officers: The voting of the Vice Chair position was deferred from the June meeting. MH explained a Vice Chair is needed in the event the Chair cannot perform their duties. MW nominated MT – MT declined the nomination. MH nominated PH, nomination was seconded, voted and accepted. RY asked members to consider taking on the Treasurer position next year because there is a policy limit on how many years an individual can serve as treasurer. When the time comes she will need to provide knowledge transfer to the new treasurer.</p>
<p>New Member Recruitment: Lynne Belfiore is applying, KS provide her an overview on the Barnstable application review process. MH reported Yarmouth is implementing the same process, and a Selectman will conduct the interviews.</p>
<p>Other MH sent Annual report to the Town of Barnstable as required. KS provided his findings on the state owned land in Barnstable. There are some parcels that may be viable space for public art. Discussed the MCCC acting as a “conduit” to communicate the opportunity of grants for projects on state land. Action 87: KS send PH map of sites</p>
<p>Next meeting Wednesday, August 16, 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	8/16/17
70	Organize Gdrive and include table of contents.	Open	GK	4/12/17	8/16/17
79	Send PH reception photos.	Open	MT	6/14/17	8/16/17
81	Familiarize yourself with Trello	Open	ALL	6/14/17	8/16/17
84	Confirm process with Charlotte Cutter of MCC	Ope	RY		8/16/17
85	Coordinate workshop	Ope	MW/PH		8/16/17
86	Follow up on Engineering options	Ope	MH		8/16/17

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 reported Complete
74	Explore other options (fee based processing; fiscal agent from other organization	Closed	RY	7/12/17
82	Report on fundraising progress; RY – “Patronisity”	Closed	EC/RY	7/12/17
83	Contact the town about what land is state owned.	Closed	KS	7/12/17
67	Add additional donor contacts to list on gdrive	Closed	ALL	7/12/17

No.	Action	Status	Owner	Date reported Complete
		(added to reminder list)		
80	Invite FB friends to follow/like the page; provide PH photos of events; encourage Grantees to submit items for social media.	Closed (added to reminder list)	ALL	7/12/17