

<b>Mid-Cape Cultural Council - Monthly Meeting Minutes</b>	
Date/Time	Wednesday, September 14, 2016 7:00 pm
Location	Selectmen's Conference Room, 2nd 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>				
Becky Lawrence, Volunteer Public Arts Project Manager				
Melissa Hersh, Town of Barnstable MCCC Liaison				
Public Arts Project Artists: Mary-Ann Agresti, Michael J. Ferreira, Eric Kaiser, Sara J. Porter				

<b>Topics</b>	<b>Action #</b>
Opened Meeting at 7:00 pm.	
<p><b>Announcements:</b>  Welcomed Artists from the HyArts Public Arts Project.  Introduced new committee members: Mary Taylor and Paula Hersey.  Regretfully announced the resignations of Jean Marie O'Clair and Beth Higgins. It was noted their resignations must be formally submitted to their respective towns.  Noted the meeting agenda was modified to allow the Public Arts presentation to take place first</p>	
<p><b>HyArts Public Arts Project Presentation:</b>  Mary-Ann provided an overview of the public arts "walk to the sea" concept, location and installation sites. She described their collaboration, concepts, and how the pieces tie together with messages through words at the sites and along the walk way, with clear signage at entry/exits.  It was explained the walk has been modified to go through the village green rather than by the armory – because it is a more interesting route visually and makes for better "flow" to the sea. The challenge of going through the public parking lot was acknowledged and need for further discussion was acknowledged.  Each artist presented their qualifications, concept with models /illustrations.  Sara and Michael – Presented a 3-D Sketch of a wave like seating sculpture with internal Mosaic. Approximately 4.5 to 5' tall, 10.5' long. Considering materials and costs but it will include mosaic on the underside and words in glass.   Eric – Birds in flight - "Tern, Turn, Tern – bird in motion interactive sculpture. Sculpture will be life sized birds on a pedestal with a turn mechanism that is operated by the observer. Durable materials are under consideration.</p>	

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<p>Mary-Ann – sculptured seating including a large upright (vertical) boat hull type bench, smaller benches, and upside down boat hull bench with peek-a-boo and climbing features. Large bench will be constructed of planed wood; smaller seats will be constricted of brightly colored steel.</p> <p>The artists also provide ideas for potential future projects to compliment the walk to the sea:  Events along the art walk  Develop a “Quad” at Hyarts  Cross way through parking lot – paint a path on the concrete with a theme to promote the value of the sea.</p> <p>Timeline was discussed –  November 14<sup>th</sup> – concepts finalized with cost estimates  Guyer Barn – Fundraising kick off – barn is reserved for MCCC December 3-11.  Artist team expressed concern over time and cost commitment to prepare visual materials for the kick off (not included in grant award/Scope).  Models and PowerPoint presented this evening are what they could provide.  Attendees discussed various ideas of how to best represent the concepts at a reception.</p> <p><b>ACTION 31:</b> Committee member PH offered assistance to develop a video presentation and will discuss further with the artist team.  Becky Lawrence reminded attendees the MCCC would be required to partner with a private nonprofit if alcohol was to be served at the reception.</p> <p>Artists were thanked for the presentations and they exited the meeting.</p>	<p>31</p>
<p><b>Approval of June/Aug Minutes:</b>  June minutes approved  August minutes – Approved with one amendment “KR took the action to create an MCCC Instagram account”.</p> <p><b>ACTION 32:</b> GK to amend August minutes</p> <p>Attendees agreed to review action item log at end of meeting if time allows.</p>	<p>32</p>
<p><b>August Treasury Report Approved:</b>  The Treasury Report was presented by RY and approved during the meeting with the note to correct the date in the header.  Noted:  13 regular grants are outstanding  Hyarts project \$1000. Outstanding  Forfeited funds go back in the grant pool.  Grant funding budget will be discussed at the October meeting.  RY met with the Fiscal Authorities of Barnstable and ins in the process of completing the annual paperwork.  It is a requirement fundraising funds are not to be comingled with MCCC grant funds.</p>	

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<p><b>Fundraising:</b>  MW requested an update from the Fundraising/events leaders.  SF clarified the Guyer Barn December event was to start the fundraising process for the public arts project. Her focus would be to get people to the event and plan the event.  Attendees discussed how to obtain lists of potential donors; SF inquired about PH building a data base. All agreed the first step is to identify potential donors.  Possible information sources: Chamber of Commerce, Hyannis Business Improvement District Committee, Cape Cod Chamber of Commerce, attendees of other venue fund raisers, recommendations from participating artists etc.  A sub committee was formed for fundraising /event planning: SF &amp; JC – Leads; BA, PH members, KR, MT assist with PR. JC suggested the subcommittee meet to discuss timing of event, invitees, planning tasks etc. <b>ACTION 43:</b> SF will schedule a meeting and be prepared to report back on status at the October MCCC Meeting.</p> <p>Attendees agreed a large outreach effort will not be made of Yarmouth residents as the project is only in Hyannis. However, it was noted there may be interest from some Yarmouth donors and they should be included.  <b>ACTION 33:</b> MH volunteered to request a contact list form the Business Improvement district.</p> <p><b>ACTION 34:</b> SF – agreed to send an email with the additional groups she would like to pursue contacts for.</p> <p>Guyer Barn Kick Off – <b>ACTION 35:</b> MW – will find out if the Guyer barn event can be put on the Christmas stroll event list.</p> <p>KR – mentioned key items needed for a successful event such as Press Package, Socialization /promotion and volunteered to help with publicity and press.</p>	<p>43</p> <p>33</p> <p>34</p> <p>35</p>
<p><b>Role Descriptions:</b>  <b>ACTION 36:</b> MH requested members send her their role descriptions via email and she will consolidate them into one document for review.</p>	<p>36</p>
<p><b>Grant Scoring Sheet:</b>  Sheet was provided during the meeting for review. Attendees discussed criteria under each category and thoughts on sub scoring. <b>ACTION 37:</b> Members agreed to review score card off line and email comments to MCCC members prior to the October meeting.  Public attendee Becky Lawrence (former committee member) explained the past grant scoring process.</p>	<p>37</p>
<p><b>Publicity:</b>  <b>ACTION38:</b> KR, PH, MT agreed to form a Publicity Sub-Committee to encourage more varied grant applications.</p>	<p>38</p>
<p><b>Conflict of Interest:</b>  Conflict of Interest policy was handed out at the meeting. <b>ACTION 39:</b> Members are to review it, and bring to Grant Review meeting. The document is to be signed at the grant review meeting – not prior to.</p> <p>MH requested a discussion of the policy surrounding a committee member seeking a grant from the MCCC. Attendees discussed possible hurt feelings, public perception, and process. Members agreed the policy would remain as is; if a member applies they will reclude themselves from the review of their application and not be present in the room at the time of review.</p>	<p>39</p>

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KR requested a review of the Grant Rejection letter as it is brief and un encouraging. <b>ACTION 40:</b> GK agreed to revise and bring to committee for review.	<b>40</b>
<p><b>Fundraising:</b>            There was discussion on the amount of funding that can be allocated to an MCCC project. Members who attended the LCC web-ex training heard 25%; Becky Lawrence, reviewed the LCCC policy on her mobile phone, brought it to MW for review and read it aloud to the attendees – noting the amount is 15%.</p> <p><b>Action 41:</b> RY to confirm with LCC/ MCC percentage guidelines            MW suggested \$1000 to \$1500 to the public arts project.            Becky Lawrence informed the attendees the Public Arts grant application estimated needing funding raising in the amount of \$15k to \$25k to complete the project in 2017.            The concept of an exit strategy was discussed in the event the funds are not raised. Options discussed included re-directing the funds to other projects; or extending the end date to conduct more fund raising.            The amount the town of Barnstable may contribute needs to be confirmed.            The Public Arts Project Team will be presenting the cost estimates to Becky Lawrence, Project Manager on November 14<sup>th</sup>.            PH and MT would like to read the Public Arts Project grant proposal – <b>ACTION 42:</b> GK will send them the information to access the documents.            SF suggested not doing the presentation at the Guyer Barn in December. It was noted she would cover this in her sub-committee meeting and bring back their move forward advice.  <b>ACTION 43:</b> SF to present recommendation for fund raiser kick off at next meeting</p>	<p><b>41</b></p> <p><b>42</b></p> <p><b>43</b></p>
MH provided an overview of the meeting she and RY had with the town of Yarmouth. Presented to them – desire to build a stronger relationship, provided MCCC handout, and met Chamber Director of Yarmouth.	
KR – Created a draft MCCC Boucher and distributed at the meeting. The Publicity subcommittee will work to finalize, if member have comments please email the subcommittee members. <b>Action 44:</b> Finalize brochure	<b>44</b>
KR – Sent out Instagram instructions and encouraged all members to use it.	
MH – updated guidelines and uploaded to site	
It was noted the Town of Barnstable MCCCC page is not up to date. <b>ACTION 45:</b> GK will follow up.	<b>45</b>
Action item log was reviewed and updated as noted below.	

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
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
32	Amend August minutes to include Instagram	Open	GK	9/14/16	9/30/16
33	Request a contact list from the Business Improvement district	Open	MH	9/14/16	9/30/16
34	Email members a list of groups/companies to research contacts from to invited to public arts kick off and approach for donations	Open	SF	9/14/16	9/30/16
35	Inquire if Guyer barn event can be put on the Christmas stroll event list	Open	MW	9/14/16	9/30/16

No.	Action	Status	Owner	Date Raised	Target Date
36	Email Marilyn role descriptions and she will consolidate them into on document for review.	Open	ALL	9/14/16	9/30/16
37	Review score card off line and email comments to MCCC members prior to the October meeting.	Open	ALL	9/14/16	9/30/16
38	Form a Publicity Sub-Committee	Open	KR, PH, MT	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
41	Confirm with LCCC % of funds that can be allocated to an MCCC grant (ie Public Arts Project)	Open	RY	9/14/16	10/12/16
42	Send PH and MT link to access HyArts Public Art Project Grant	Open	GK	9/14/16	9/30/16
43	Fundraising/Events Subcommittee meeting – to develop recommendation for fund raiser kick off	Open	SF	9/14/16	10/12/16
44	Finalize brochure	Open	KR, PH, MT	9/14/16	10/12/16
45	Contact town of Barnstable to update members on site	Open	GK	9/14/16	10/12/16

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

No.	Action	Status	Owner	Date Raised	Target Date
21	Send GK notes of the June meeting for entry in the minutes	Closed	MW/MH/GK	8/10/16	8/19/16
22	Correct July minutes and distribute for posting to web site	Closed	GK	8/10/16	8/25/16
23	Sign up for the web-ex or in person training for on line applications.	Closed	All	8/10/16	8/16/16
24	Work with BH on a press release to include information about the on line process and the webinars. A note that MCCC members will be available for assistance upon request will be included. The PR will be sent to former grantees. (related to 15)	Closed	MW/BH	8/10/16	9/14/16
25	Talk to Public Arts project team about expanding the Walkway to the Sea concept to include enhancing the shanty experience	Closed	MW	8/10/16	9/14/16
26	Update local guidelines and add funding priorities. Submit for posting on LCC/MCCC page	Closed	MW/MH	8/10/16	8/25/16
27	Reset Gdrive and Gmail password	Closed	GK	8/10/16	
28	Update MCCC brochure	Closed	KR	8/10/16	8/19/16
29	Coordinate meeting with Yarmouth selectmen	Closed	MH	8/10/16	9/14/16
30	Bring role description, personal skills, and committee skill gaps to discuss at Sept	Closed	ALL	8/10/16	9/14/16

<b>No.</b>	<b>Action</b>	<b>Status</b>	<b>Owner</b>	<b>Date Raised</b>	<b>Target Date</b>
	meeting				
14	Circulate/complete June minutes	Closed	EM/GK	7/13/16	7/22/16
16	Add media coverage and press release tasks to reception task list	Closed	GK	7/13/16	8/1016
18	Email Grant application rating worksheet to committee members for review and to bring comments to the August meeting.	Closed	MW	7/13/16	8/1016
19	Meet with Melisa Hersh to discuss fund raising.	Closed	SF, MW	7/13/16	8/1016