

Mid-Cape Cultural Council - Monthly Meeting Minutes	
Date/Time	Wednesday, June 8, 2016 at 6:30pm
Location	Growth Management Conference Room, 3rd Floor, Hyannis, MA
Facilitator	Marlene Weir, Co-Chair
Documented by	Elise McMullin, Secretary

Attendee				
Name	Initials	Role	Present	Absent
Marlene Weir	MW	Co-Chairman	X	
Becky Lawrence	BL	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 Discussed	Action #
Opened Meeting at: 6:30pm	
Announcements: A quorum of seven members was not present, so no voting or approvals were able to be made. Summary of discussion follows.	
Review of Grantee Reception Attendees discussed the reception and felt things went very smoothly, performances were shorter than previous year and duration of reception kept to planned time. MH expressed concern about the 32 people who had RSVP'd but did not attend. Suggestion was to send a reminder 1 week before future events. Attendees discussed the advantages of press coverage before and after the event and agreed to add these tasks to the planning list for future events. Holding a grant award ceremony soon after grants are awarded was discussed. Becky felt events of this type are boring and of little value. Others agreed to discuss it further when more members are present. It was noted grant recipients should be notified when they are awarded the grant they will be asked to do either the performance or display for the later Grant reception.	
Approval of May Minutes: Elise sent the minutes on May 20 and a revised version on May 31 st . Approval deferred to July meeting.	
Approval of May Treasury Report: The Treasury Report was presented by Rachel during the meeting. Approval deferred to July meeting.	
Recruitment of New Members (deferred until July meeting)	

Topics Discussed	Action #
<p>Election of New Officers Attendees discussed the need to divide the duties of Secretary into Recording and Corresponding. The need for Chair/leads for other duties is needed in addition to officer positions. Roles such as Social Media, Public Relations, Fundraising MH suggested that we all have a "job" to do in addition to coming to meetings. It was suggested that members be asked to think about their skill sets, and what areas they would like to focus on as well as to think about skill gaps on the committee and potential new members to fill those gaps. Election of new officers deferred to July meeting.</p>	
<p>MCCC web site manager- a new need appointment Marilyn volunteered to ask Kim if she would be interested in chair of social media - Facebook /website</p>	
<p>FY17 Calendar (deferred until July meeting) It was noted that Oct. 17th is the grant deadline. Since the grant application is now on line the need for in person grant writing workshops was discussed. Agreed the topic would be brought to the next meeting.</p>	
<p>Grant Guidelines Review Grant guidelines will be reviewed/voted upon in the July meeting due to the lack of quorum. However, the need to look at what makes a project "different" from the previous year applicants/grantees. What can we do to encourage new applications and ideas?</p>	
<p>Update on Public Art Project Becky L. provided an update on the Public Art Project most notable the artists are meeting to collaborate on June 22nd.</p>	
<p>Fundraising: The meeting adjourned prior to further discussion of fundraising.</p>	
<p>Other: Attendees discussed possible methods of extending the in person meetings to accommodate members who may not be able to attend in person but could attend via technology (phone, web ex, etc.). Becky noted it is a state regulation the meeting be held in a public place. Georgia noted the meetings could still be held in a public place but access expanded to encourage participation by making use of technology. The discussion ended without conclusion.</p>	

Action Items – Not Reviewed for status in June Meeting

No.	Action	Status	Owner	Date Raised	Target Date
1	When possible, attend MCCC-funded events, wearing badges, take photos.	Open	All	5/11/16	6/8/2016
2	Edit April minutes and send out for review.	Open	EM	5/11/16	6/8/2016
3	Note unclaimed grant amount in next report as part of the 2017grant cycle.	Open	RY	5/11/16	6/8/2016
4	Provide updated financials on Public Arts Project to Rachel for next report.	Open	BL	5/11/16	6/8/2016
5	Obtain \$100.00 check from the Local Fund for honorarium to Cape Cod Conservatory	Open	RY	5/11/16	6/8/2016
6	All MCCC members to arrive, with name badges, at the Cultural Center at 4:00pm	Open	All	5/11/16	6/1/2016

No.	Action	Status	Owner	Date Raised	Target Date
7	Contact Melissa to see if Kate's assistance is possible and pick up the signage.	Open	GK/MH	5/11/16	6/1/2016
8	Becky's name tag	Open	KR	4/13/16	6/1/2016
9	Send notes from Sept. 11 meeting to all council members	Open	JMO	5/11/16	6/8/2016
10	Send the PPT file to all council members	Open	JMO	5/11/16	6/8/2016
11	Notify all of the Public Arts Project artists and keep the council apprised of progress.	Open	BL	5/11/16	6/8/2016
12	Becky will submit progress reports on developments to Marlene to share with the Council through December 30.	Open	BL	5/11/16	6/8/2016
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 1st Reception	Open	MH	4/13/16	5/11/2016
3	Provide guidance, include data from Becky on the Public Arts Program	Open	RY	4/13/16	5/11/2016
4	Re-Confirm and provide set up time to Chamber Music group for reception	Open	JC	4/13/16	5/11/2016
5	5 Email Council Members the copy of the Reception invitation	Open	GK	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	MH	4/13/16	5/11/2016
8	Solicit Donations for reception and enter in tracker	Open	All	4/13/16	
9	Resend link to donation tracker to Committee	Open	All	4/13/16	4/15/2016
10	Check for supplies available at Cultural Center for reception	Open	JMO	4/13/16	5/11/2016
11	Becky's name tag	Open	KR	4/13/16	5/11/2016
12	Provide copies of Public Arts Project submissions to all Committee members except Kim	Open	BL	4/13/16	4/26/2016