

Mid-Cape Cultural Council - Monthly Meeting Minutes

Draft submitted for approval 11-28-18

Date/Time	November 14, 2018 6:04 pm
Location	Selectmen's Conference Room, 2 nd floor, Town Hall, Hyannis, MA
Facilitator	Marilyn Heberling, Chair
Prepared by	Georgia Kreth, Secretary

Attendees	Initials	Role	Present	Excused Absence	Absent
Marilyn Heberling	MH	Chair	X		
Kim Rumberger	KR	Vice Chair	X		
Rachel Youngling	RY	Treasurer	X		
Georgia Kreth	GK	Secretary	X		
Ellen Cliggott	EC	Member	X		
Mary Taylor	MT	Member	X		
Kevin Shanley	KS	Member	X		
Don Knaub	DK	Member		X	
Lynne Belfiore	LB	Member	X		
Sarah Thornington	ST	Member	X		
Martha McClusky	MM	Member	X		
Mark Hopkins	MaH	Member	X		

Agenda
Opened Meeting at 6:30 pm.
Welcomed new member, Mark Hopkins, representing Yarmouth.
October minutes - Approved
Treasurer Report: RY reviewed report and reported the Cape Cod 5 grant has been added to the general account. Treasurers report – approved.
Media Committee Report - MH reported she and RY had been featured again on Channel 18 about the Grants, Call to artists, and walk. She questioned whether the Council members felt our call was effective. We used press, social media and our e-mail list. Council members thought it was a really short time for applications. There was a suggestion that council members get a CC any time we send e-mail to our list. Suggestion made that we change our method/medium for generating announcements such as Constant Contact. Our format may need to be different. MT volunteered to look into Mail Chimp, which is free. Use it as a newsletter, call for artists, events announcements, etc.
Discovery Walk Update <ul style="list-style-type: none"> A meeting is scheduled for Tues, Nov 20th with the Engineer and Artists. Information from engineer meeting will help to finalize the Contract and agreement with Artists Conflict of Interest rules for Grant Review / Approval process: KR provided information she obtained from the Mass Cultural Council and the Mass Ethics Commission Attorney's regarding conflict of interest scenarios, disclosure requirements, and participation in grant approvals with respect to Council members voting on grant applications for funding approval. Based on the information she provided Council members agreed more information and guidance is needed from the Mass Cultural Council prior to discussing the applications and awarding grant funds. Grant review and approval process postponed until further notice.
Action 139: MH will contact Mass Cultural Council for guidance
Reviewed Action items below.
Next meeting: TBA

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
126	Work on Media Strategy	In process	EC/MM	8/2018	10/2018
136	Research the Town of Barnstable Arts & Culture Coordinator position and how it came about	Open	MH	10/10/18	11/10/18
138	Create Community Input Survey using Survey Monkey	Open	ST & LB	10/10/18	12/12/18
139	Contact MCC about conflict of interest rules	Open	MH	10/10/18	10/12/18

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

No.	Action	Status	Owner	Date Raised	Closed Date
70	Organize Gdrive and include table of contents.	Complete	GK	4/12/17	10/2018
132	Edit/draft Memorandum of Understanding.	Complete	MH/DK	9/12/18	10/10/18
137	Look into Mail Chimp for newsletters, announcements, call to artists, etc. rather than plain e-mail	Complete	MT	10/10/18	12/12/18

Materials presented at meeting:

- Meeting Agenda November 14, 2018 (presented by: Marilyn Heberling, Chair MCCC)
- Meeting Minutes 10_10_2018_draft1.doc (submitted via email by: Kim Rumberger, Vice Chair, MCCC)
- Nov2018TreasReport.xlsx (presented by: Rachel Youngling, Treasurer MCCC)