

**Mid-Cape Cultural Council**  
**Wednesday, November 19th, 2014 – 5:30p.m.**  
**Growth Management Development CR, 3<sup>rd</sup> Floor**  
**Meeting Minutes**

Present: Mary Carroll Allen, Susanne Finney, Becky Lawrence, Doug McHugh, Jeanmarie O'Clair, Rachel Youngling, Elise McMullin, Marlene Weir, Beth Higgins, Joel Chaison

Meeting called to order at 5:30pm

October Minutes approved: Minutes sent to Stacey Peacock for posting, Growth Mgt. at Barnstable Town Hall, [stacey.peacock@town.barnstable.ma.us](mailto:stacey.peacock@town.barnstable.ma.us) and to Philip Gaudet, Town Clerk at Yarmouth Town Hall, [pgaudet@yarmouth.ma.us](mailto:pgaudet@yarmouth.ma.us) (DONE).

Treasurer's Report approved: \$10,260 available from state for 2015 grants  
- State Account balance: \$3,709.39 - 4 grantees yet to be paid by Dec. 15th, 2014  
- Local Account balance: \$ 719.53

Grant Review Session Activity Report:

All Members received a "*Grant Packet*" compiled by Becky and Rachel at October meeting. All members completed *Conflict of Interest* forms. Elise will deliver forms to Barnstable Town Council via Cynthia Lovell. Rachel will deliver forms to Yarmouth Board of Selectman's office. The following members declared conflicts of interest with certain applications and recused themselves from discussing and ranking them:

- Becky Lawrence and Joel Chaison were recused from discussion of Cultural Center of Cape Cod's application for its Rise and Shine program.
  - Jeanmarie O'Clair was recused from discussion of two applications:
    - Mattacheese Middle School for an assembly performance by Cape Cod African Dance & Drum
    - Jeanmarie O'Clair for a Clay Stamping Workshop
1. Council members ranked 37 applications on a scale of 1 to 5 based on how well each application met published state and local criteria. (Two additional applications were incomplete and therefore ineligible to receive funding as determined at the October meeting)
  2. Chairperson and Treasurer averaged the Individual member rankings to create a group ranking for each application.
  3. After the council ranked all applications based on merit, members debated how to distribute the \$10,629 in available funds.
    - A motion was made and approved to zero-fund all applications ranked below 4.0
    - Based on averaging of the individual council member rankings, the council moved to set a maximum for any individual grant at \$1000.
    - Based on group rankings ranging from 4.8 to 4.0, the council moved to fund remaining requests on a sliding scale from 100% to 25%.

4. This process resulted in full or partial funding of 18 out of 39 requests. Denial letters will go out to the 21 zero funded applicants within one week. Those applicants have 15 days to request reconsideration if they can demonstrate that the council did not follow all rules and regulations in making those decisions. Approval letters to funded applicants will go out when the time to request reconsideration ends.

Other Matters:

- Suzanne and Marlene agreed to Co-Chair Special Events for 2015. First proposed event: MCC and NEFA "Invitational" Information Sharing - Wednesday, March 18, 2015, from 3:30-6:30 at the Cultural Center of Cape Cod in Yarmouth. Per Becky: NEFA, 1 hr workshop; 1/2 hour we help one on one with profiles; 15 min. prep for next group; 1/2 hr social time with other Cape LCCs and MCC; 45 min. showcase directory project and exchange ideas.
- Members will continue to work with specific cultural organizations to update Creative Ground listings.
- Annual Fundraiser - Report on Fundraising Ideas from Marlene, Doug, and Suzanne at a future meeting in December or January.

Future Dates:

December: Annual Report due to Mass Cultural Council

January: Public meeting on 16<sup>th</sup> to coordinate plans for community input/events

February: Conduct online survey for community input.

February: Public meeting

March: Public meeting

April: Community input gathering - report survey results, combine with Grants Reception

May/June: Public meetings to revise grant criteria, if necessary, based on community input, plan artist showcase

Meeting adjourned at 8:20 p.m.

Next meeting is December 17, 2014, if needed for grant reconsideration or January 16, 2015

Submitted by Elise McMullin, January 8<sup>th</sup>, 2015