

Mid-Cape Cultural Council - Monthly Meeting Minutes	
Date/Time	Wednesday, December 14, 2016 6:00 pm
Location	Selectmen's Conference Room, 2 nd Floor, Town Hall, Hyannis, MA
Facilitator	Marlene Weir, Marilyn Heberling, Co-Chairs
Documented by	Georgia Kreth, Recording Secretary

Attendees	Initials	Role	Present	Absent
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	
Ellen Cliggott	EC	Member	X	
Kim Rumberger	KR	Member	X	
Paula Hersey	PH	Member	X	
Mary Taylor	MT	Member		X
Other Attendees				
Becky Lawrence, Melissa Hersh				

Topics
Opened Meeting at 7:00 pm.
Welcomed new member Ellen Cliggott Accepted written resignations of Joel Chaison, Barbara Adams, and Suzanne Finney and Council noted appreciation for their service.
Approval of October Minutes: Minutes being drafted; approval deferred to December meeting
<p>Melissa Hersh and Becky Lawrence attended to provide an update on the Public Arts Project. Melissa explained her role with the town of Barnstable. She is responsible to knit the various art organizations within the town together. Some recent projects included "Creative Playmaking" with the Chamber of Commerce and the "Standup Paddle Board" with Sturgis, and Sara Holl.</p> <p>Becky Lawrence presented a PowerPoint presentation of the Public Arts Project titled "Discovery Walk" It was noted she provided a formal written status report to the co-chairs MW, MH. She explained the initial proposal was for design. She explained the walk and some of the changes that were made since her last presentation to the committee. Melissa elaborated on the new shanty site in Peace Park and how it intertwines with the walk.</p> <p>Becky reviewed each proposal and the cost estimates. It was noted if we don't raise \$15,000 through fund raising, the artists will not move forward.</p> <p>Turn, Tern, Turn, estimate \$5770. The estimate includes a 50% discount in artist fees.</p> <p>"From Whence We Came" – Estimate is \$19,750. The artist is looking to reduce the cost and pursuing in kind donations.</p> <p>It was noted any fund raising suggestions should be discussed with Co-Chair Marilyn prior to pursuing,</p> <p>Melissa Hirsch took the action to identify who from the town should be consulted on engineering, site specifics etc. All of the structures will have to be reviewed.</p> <p>"Wave" estimate \$5625.</p> <p>"Sea Saw" estimate \$5350.</p> <p>Total estimate for all \$36,495.</p> <p>Highlights from a video created by the town about the project were shown.</p>

Topics
The project will need to be presented to the Barnstable Town Council. It was agreed the MCCC Fundraising Committee should meet with town engineers prior to the presentation.
Minutes from the October and November meetings were approved.
Treasurer Report was reviewed and approved. The financial report has been recorded in the town database. All outstanding grant reimbursements are in process. Extension requests must be submitted by with 12/31/16. An extension was approved for Grantee Kathleen Healy. ACTION 53: RY is researching a reimbursement request that appears to be a duplicate.
Media Report: PH reported the Facebook site is being updated as scheduled. Most engagement from followers is with the Artist quotes in the Monday posts. Followers are up to over 100 and PH invited committee members to invited their FB friends to like the page. Discussed social media trends, engagement and sharing, the different types of social media and the best use for each, the use of "Boosts" the cost/benefit, and potential use for fund raising. If anyone has ideas, they should be sent to the media email address. Considering starting Instagram in January with the artist quotes and graphics. Discussed the need for a social media fundraising plan. PH requested we started to aggregate content for future use. ACTION 54: PH will create a folder on the gdrive for these items to be uploaded to. Action 44: PH/KR – Workshop to review the MCCC Brochure they have been working on.
Fundraising Committee: Next meeting in late December 2016.
2017 Calendar: Members agreed to meet the 2 nd Wednesday of each month, with additional meetings as needed.
Grantee Reception: Discussion tabled to January meeting.
State Database: MCCC data has been input to the database
2017 Grants: Denial letters prepared and being sent out. Grant award letters to follow. Discussed using email to communicate with grant applicants in the future – will discuss at future meeting for FY 2018
Recruitment of new Committee members: KR has a potential candidate in mind and will contact him to see if he is interested in joining the committee. MH was contacted by a person from Barnstable expressing interest in joining the committee and has invited them to our January meeting. MH has also contacted the Cultural Center of Cape Cod for recommendations of potential candidates to represent Yarmouth.
Next meeting Wednesday, January 11, 2017

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
33	Request a contact list from the Business Improvement district	Open	MH	9/14/16	9/30/16

No.	Action	Status	Owner	Date Raised	Target Date
44	Finalize brochure	Open	KR/MW	9/14/16	10/12/16
45	Contact town of Barnstable to update members on site	Open	GK	9/14/16	10/12/16
49	Follow up with the town to see if conference phones are available.	Open	: MW	10/27/16	12/14/16
50	Add language to the Public Arts Coordinator role description and bring back to the committee for review.	Open	MH	10/27/16	12/14/16
53	researching a reimbursement request that appears to be a duplicate.	Open	RY	12/14/16	1/11/17
54	Create folder for on gdrive for media items	Open	PH	12/14/16	1/11/17

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
39	Review Conflict of Interest Document	Closed	ALL	9/14/16	11/9/2016
40	Re-write Grant Rejection letter	Closed	GK	9/14/16	12/10/2016
45	Contact town of Barnstable to update members on site	Closed	GK	9/14/16	10/12/16
46	Print grant applications and available prior to the Grant review meeting.	Closed	MH/MW	10/27/16	11/2/16
47	Send a reminder to Grantees to submit their reimbursement requests	Closed	RY	10/27/16	12/14/16
48	Finalize wording of attendance policy.	Closed	MH/MW	10/27/16	12/14/16
49	Follow up with the town to see if conference phones are available.	Closed	: MW	10/27/16	12/14/16
50	Add language to the Public Arts Coordinator role description and bring back to the committee for review.	Closed	MH	10/27/16	12/14/16
51	Distribute Publicity report to committee members electronically post meeting.	Closed	: PH	10/27/16	12/14/16
52	Think about recommendations for new members.	Closed	ALL	10/27/16	12/14/16