

Mid-Cape Cultural Council - Monthly Meeting Minutes
Approved with corrections 9-12-2018

Date/Time	August 8, 2018 6:30 pm
Location	Selectmen's Conference Room, 2 nd floor, Town Hall, Hyannis, MA
Facilitator	Marilyn Heberling, Chair
Documented by	Georgia Kreth, Secretary

Attendees	Initials	Role	Present	Excused Absence	Absent
Marilyn Heberling	MH	Chair	X		
Rachel Youngling	RY	Treasurer	X		
Georgia Kreth	GK	Secretary	X		
Ellen Cliggott	EC	Member		X	
Kim Rumberger	KR	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		

Agenda

Opened Meeting at 6:35 pm.

Approve minutes of July Meeting: Approved

Treasurer Report: Tabled until Treasurer arrived.

Media Committee Report - Facebook, Press Releases
 Facebook and Instagram posts continue.
 Call to artists posted.
 Grant cycle information will be posted and Call to Artists will be reposted.

Treasurers Report:
 RY reviewed treasurers report.
 Report - Approved
Action 127 RY to include break down of fundraising funds on next month's report.

RY raised the topic of the funds the MCCC granted to the Discovery Walk for 2017. Of \$1,895 granted \$500 has been spent. The remainder will return to the grant budget unless it is spent by the end of the year. RY motioned \$650 be paid to each of the 2 artists as a pre-payment to their project. Seconded, and approved.

RY will ask each artist to submit reimbursement forms to receive the checks for \$650.

There was much discussion on what guidance the MCCC should provide to the artists on how the funds are to be spent, and the documentation and receipts required to be submitted with the reimbursement/advance request.

Discussion included:

- Confirmation that receipts are required, pre-payment funds will be from the 2018 Grant budget and Artist contracts will be executed in the fall 2018.
- A review of the Mass Cultural Council requirements of the grant payment / reimbursement process.
- Some attendees expressed the need for the MCCC to document the details of the pre-payment to ensure transparency and understanding by all parties as well as for audit purposes.
- Some attendees preferred to not provide the artists any specifics on how the pre-payment should be used.
- Suggestions of guidance to be provided to the artists about the pre-payment:
 - o Allow the artists to determine what it is for

Agenda

- Artist fees – Determined this is not an option because the project estimates indicate the Artists are donating their fees.
- Fabrication costs

GK Motioned the down payment to artists be for fabrication of their project and they be provided in writing a letter via email or mail stating the funds are pre-payment for fabrication costs.
Motion seconded and Approved. RY Abstained.

Discovery Walk Update

- Project Management Committee Report MH reviewed project committee status timeline and outstanding questions.

Subcommittee MH, GK, RY met on June 24th:

Budget/Estimates: Eric - \$10,300, Mary-Ann - \$5,350. Leaves approx. \$6k max for 3rd sculpture.

High Level Timeline:

Mid-August – Engineer meeting. Artists and MCCC representatives (MH, DK) meet with independent engineer recommended by the town.

August 16 – MH to present status at Barnstable Town Council meeting

September 2018 – Provide status to Yarmouth Selectmen (MH)

September 2018 – Engineer Report

September 30, 2018 – Call to artist deadline (3rd sculpture proposal)

October 2018 – Melisa Hersh presents Engineer report to DPW for approval

October 10, 2018 – Select 3rd artist

November/December 2018: Fully executed Memorandum of Understanding with Town of Barnstable

December 2018 – Fully executed Artist contracts

April 2019 - Sculpture construction – April – Sept 2019 (6 months from approved Engineer report)

Outstanding Items:

- Sculpture maintenance: Confirm who is responsible for physical maintenance and who is responsible for cost of maintenance. Barnstable or MCCC?
- Does the MCCC need legal counsel for Memorandum and Artists contracts?
- Timing of events (Engineer report, DPW approval) for 3rd sculpture

Information to present at the August meeting with Barnstable Town Council:

- Poster of who we provided grants to
- HyArts Discovery Walk project update/status

Next Steps:

Subcommittee to re-group after Engineer report

ACTION 128: GK send PM minutes to all.

- Call to Artist Sub Committee report:

GK, LB met on June 23rd and drafted the Call to Artist announcement.

EC wrote the press release and had it published.

GK emailed the call announcement to the MCCC Email database and to some contacts directly.

The Media Committee posted it on FB.

KS will submit it to Arts Foundation.

Information will be reposted/emailed the first week of September.

The subcommittee raised the question of a blind application review. Attendees agreed to a blind review. It was motioned and approved RY will pick up mail and electronic submissions. Remove the artist names and distribute them. If there is a large volume of applications the Sub Committee will review the applications and make recommendations. All applications will be available to all council members to review.

Agenda

- Meeting with Artists and Engineer:
MH/DK are meeting with the artists and engineer August 15.
MH is working on a draft of the contract with the town.
Town knows we are seeking another artists and it will require engineering review.
- Town Council Meeting August 16:
DK volunteered to go to town council meeting with MH.
MH: Reviewed the handout to be provide to the Barnstable Town Council. She would like to include how much money grant applications represented and how much we have to give this year. **ACTION 129: RY** to provide figures to MH.
ST suggested the 2019 grant budget be noted as well. RY said no because we don't know the amount yet.
Attendees agreed it should be noted the restaurants donated the food for the Taste of Art.
MH will bring the Tern model to the town meeting.
MH mentioned she plans to make a similar presentation to the Yarmouth Selectmen to help with our ongoing efforts to strengthen our relationship.

Other subjects' members propose: N/A

Reviewed Action Items – See status below

Adjournment: 7:20 pm

Next meeting: September 12, 2018

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
70	Organize Gdrive and include table of contents.	In process	GK	4/12/17	9/2018
126	Work on Media Strategy	Open	EC/MM	8/2018	
127	Include break down of fundraising funds on next month's report.	Open	RY	8/11/18	9/12/18
128	Send PM minutes to all.	Open	GK	8/11/18	9/12/18
129	Provide figures to MH.	Open	RY	8/11/18	8/15/18

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
125	send pictures of Art Works Mentee reception to MM to post on FB	Closed	MH/RY	4/11/18	8/2018