

Mid-Cape Cultural Council - Monthly Meeting Minutes	
Date/Time	November 8, 2017 6:00 pm
Location	Planning and Development Conference Room, 3 <sup>rd</sup> floor, Town Hall, Hyannis, MA
Facilitator	Marilyn Heberling, Chair
Documented by	Georgia Kreth, Secretary

Attendees	Initials	Role	Present	Excused Absence	Absent
Marlene Weir	MW	Member	X		
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		
Paula Hersey	PH	Vice Chair	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		
Cheryl Powell	CP	Member	X		

Topics
Opened Meeting at 6:04 pm.
October MCCC Meeting minutes - approved
MCCC Treasurers report – Approved RY provided an overview of the report. Highlights: Accrued \$23. In interest 2017 Grant Funds: 9 paid; 3 in process; 1 extension request; 1 forfeit; 4 have not submitted paperwork for reimbursement. <b>ACTION 97:</b> RY will follow up with them.
Conflict of Interest Forms: MH explained the requirements for the Conflict of Interest rules as outlined to her by Charlotte Cutter of the Massachusetts Cultural Council. Any Council member who feels they have a conflict of interest with a particular grant application may excuse themselves from discussion of the application and voting on that application by leaving the room during the discussion and vote. A signed conflict of interest form is not required as long as the grant name, and the name(s) of the members who excused themselves are noted in the minutes of the voting meeting.
Review of grant session procedures: MH and RY explained the grant review session process and procedures. The grant criteria were also reviewed.
Grant review session:  After the 5% administrative funds, the total grant budget is \$12,635. The Council members voted upon and approved to allocate the allowable amount of 15% (\$1895) of the grant budget to the Councils public art project. Leaving \$10,740 for grant awards.  45 grant applications were reviewed and voted on; 17 were approved for funding. The approved projects and funds allocated to the are not final and not communicated until after the reconsideration period has expired. As voted and approved in a previous 2017 meeting notifications will be sent via email.

Topics		
The following members excused themselves from voting on specific grants due to conflict of interest:		
Application ID	Project Name	Council Member Excused
10359	Raku Workshop and raku firing	Kim Rumberger
11157	Sensory Overload	Kevin Shanley
1157	Pottery Club	Kim Rumberger
11840	Rise and Shine	Kim Rumberger Sarah Thornington
11946	Harry Potter Hogwarts Academy	Don Knaub
13967	Clay Club	Kim Rumberger
15679	Jazz in Schools	Ellen Cliggott
16876	Amazing Grace Goes to HyArts	Kim Rumberger Cheryl Powell
17305	Musical Discovery at Angel House	Rachel Youngling
17464	After School Enrichment	Mary Taylor
Other:		
DK presented and reviewed the final Major Fund Raising packet materials.		
<b>Action 98:</b> MH/ PH requested the town be approached to provide the Council a larger conference room.		
Meeting adjourned at 9:20 pm		
Next meeting Wednesday, December 15, 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
57	Send EC 5 bullet points of who we each are, why we chose to give back to our community etc. EC to provide list of who hasn't done this yet.	Open	ALL	2/8/17	12/15/17
70	Organize Gdrive and include table of contents.	In process	GK	4/12/17	12/15/17
79	Send PH reception photos.	Open	MT	6/14/17	12/15/17
81	Familiarize yourself with Trello. Tutorial from PH (Dec meeting)	Open	ALL/PH	6/14/17	12/15/17
87	KS send PH map of state sites in Barnstable	Open	KS	7/12/17	12/15/17
92	Include request for promotional materials in email notifications to grantees, so that so we can review the placement of our logo, and we can also promote their activities	Open	GK	8/9/17	12/31/17
97	Follow up with grant recipients who haven't submitted reimbursement requests	Open	RY	11/7/17	12/15/17
98	Request a larger conference room for Council Meetings	Open	MH/PH	11/7/17	12/15/17

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

No.	Action	Status	Owner	Date Open	Reported Closed
96	Send out how to get online and how to review and rank the grants	Closed	MH	10/11/17	10/31/17

Reminders:

Add additional donor contacts to list on gdrive

Invite FB friends to follow/like the page; provide PH photos of events; encourage Grantees to submit items for social media.