

Mid-Cape Cultural Council - Monthly Meeting Minutes	
Date/Time	Wednesday, May 10, 2017 7:00 pm
Location	Growth Management Conference Room, 3 rd floor, Town Hall, Hyannis, MA
Facilitator	Marilyn Heberling, Co-Chairs
Documented by	Georgia Kreth, Recording Secretary

Attendees	Initials	Role	Present	Excused Absence	Absent
Marlene Weir	MW	Co-Chairman		X	
Marilyn Heberling	MH	Co-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	Member	X		
Mary Taylor	MT	Member	X		
Kevin Shanley	KS	Member	X		

Topics
<p>Opened Meeting at 7:04 pm.</p> <ul style="list-style-type: none"> - Welcome new member Kevin Shanley - MH announced Elise McMullin officially submitted her resignation. Thank you to Elise for all her years of service.
<p>April 2017 MCCC Meeting minutes - approved</p>
<p>April MCCC Treasurers report – approved</p>
<p>Media Committee Report:</p> <ul style="list-style-type: none"> - Press Release: KS prepared a draft press release. He will add additional grantee information and media contact information. MH will be listed as the contact with the gphone, and gmail address. - ACTION 71: KS will make changes and distribute for comment/approval - Facebook: Continuing to create posts about reception. Will post donation form. The form will be printable off Facebook. ACTION 72: MT to send PH final donation form - Other: MH/KR are mentors in the “Artworks” mentoring program. This program is provided by the Cape Cod Workforce Development Board of the Cape and Islands. Attendees discussed the value of the council supporting this program and how we might go about providing support. MH and KR are mentors and will provide PH pictures of the program kickoff event to post on Facebook. - ACTION 73: MH/KR send PH photos.
<p>Fundraising Report:</p> <p>All the tools have been created to begin fund raising (brochures, appeal letters etc.). Discussed possible methods of being able to accept credit card donations. The Town of Barnstable does not have a means to process credit cards, nor does the Mass Cultural Council. ACTION 74: RY will explore other options (fee based processing; fiscal agent from other organization) Discussed tracking donations and processing thank you letters along with the Tax information.</p>

<p>Topics</p> <p>Reception: EC sending an invite reminder this coming weekend and again in 2 weeks. List of names for name tags will be final on May 29th Parking information will be included in the emails. MH reported all Grantees have been contacted to participate in reception; 2 have not replied. Currently there will be 5 displays and 2 performances.</p> <p>Refreshments: PH reported beverages are all confirmed. KR confirmed a drink server. ACTION 75: MH will contact the Maritime Museum on refreshment policies and if there are any paperwork requirements. PH will provide serving trays MT – Paper goods</p> <p>ACTION 76: EC will provide MT final count of guests for refreshments. ACTION 77: RY will look into food server volunteers</p> <p>EC will man the HyArt Discovery Walk table PH – Display organization KR/GK will be greeters and provide name tags and handouts and will gather contact information of non-registered reception guests Program: MH – program order. GK – create program and print PH/MT – will provide onsite parking guidance KS – Table linens, 3 tables, microphone and speaker MW – 3 flower arrangements Members to arrive at 4pm</p>
<p>Discover Walk update:</p> <ul style="list-style-type: none"> • Preparing for meeting with Town Council in June.
<p>MCCC Brochure: MT is making final updates. ACTION 78: KR – proofing final and looking into printing costs.</p>
<p>New Member Recruitment: RY knows of 2 potential candidates and is following up with them.</p>
<p>Other Projects: Will address after May 31st reception.</p>
<p>Meeting adjointed at 8:50 pm</p>
<p>Next meeting Wednesday, June 14, 2017</p>

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
44	Finalize brochure	Pending closure	KR/MT	9/14/16	5/15/17
57	Send EC 5 bullet points of who we each are, why we chose to give back to our community etc.	Open	ALL	2/8/17	6/14/17
65	Review list on gdrive/mail and add missing people.	Pending closure	ALL	4/12/17	5/12/17
67	Add additional donor contacts to list on gdrive	Open	ALL	4/12/17	5/12/17
70	Organize Gdrive and include table of contents.	Open	GK	4/12/17	6/14/17
71	Press Release make changes and distribute for comment/approval	Pending closure	KS	5/10/17	5/19/17

No.	Action	Status	Owner	Date Raised	Target Date
72	Send PH final donation form	Pending closure	MT	5/10/17	5/12/2017
73	send PH photos of mentor event	Open	MH/KR	5/10/17	5/19/17
74	Explore other options (fee based processing; fiscal agent from other organization)	Open	RY	5/10/17	6/14/17
75	Contact the Maritime Museum on refreshment policies and if there are any paperwork requirements.	Open	MH	5/10/17	5/12/17
76	Provide MT final count of guests for refreshments.	Open	EC	5/10/17	5/29/17
77	look into food server volunteers	Open	RY	5/10/17	5/26/17
78	Proof final brochure and looking into printing costs	Pending closure	KR	5/10/17	5/26/17

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

No.	Action	Status	Owner	Date reported Complete
62	Set up Trulia Board	Closed	PH	5/10/17
63	Inform MH what has been submitted by grantees for posting on social media and she will follow up with those who have not submitted anything.	Closed	PH/MH	5/10/17
64	MH will send reminder to grantees about participating in the reception end of this week.	Closed	MH	5/10/17
66	Inquire with the Mass Cultural Council about approved fund raising processes (ex. "Go Fund Me")	Closed	MH	5/15/10/17 0/17
68	Draft letter to accompany brochure for generic handouts and personalized mailings.	Closed	EC	5/10/17
69	Contact the Growth Management office about copying. KR agreed to oversee the printing sessions.	Closed	KR	5/10/17