

Mid-Cape Cultural Council - Monthly Meeting Minutes	
Date/Time	March 28, 2018 6:00 pm
Location	Selectmen's Conference Room, 2 <sup>nd</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	
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 6:15 pm.
Paula Hersey submitted official written resignation. The Council accepted her resignation and expressed sincere thanks for all the work she has done on the Council.
MCCC Treasurers report – Approved
MCCC February meeting minutes – Approved
Media Committee Report: EC reviewed the press release she drafted and sent out for review. Discussed adding more information on “A Taste of Art”. EC will work with MT on the details and send another draft for review.
Fundraising/Events Committee Report:  Patronicity – Big thank you to Rachel, Kim and Marilyn for all their hard work on setting up the Patronicity fund raiser. The MCCC campaign was officially accepted by Patronicity last Wed. MH distributed and reviewed a next steps handout. As part of the campaign a video is being produced. It will feature interviews with 3 people involved in the project (Marilyn, Don, and one of the artists Maryann Agresti). A vote was taken on the length of the campaign 30 or 45 days. 45 days was unanimously approved. It was noted the match level of all or nothing was voted on and approved in the February meeting. The council email contact list will be used in the campaign. <u>ACTION 109 – ALL</u> : Review email contact list and notify GK of any omissions/adds. It was mentioned that one of the artists, Sarah Porter, contacted MH to discuss the possibility of her withdrawal for the project. She has not made a decision yet, but did want to let the Council know she is considering it. Attendees discussed the implications and potential next steps if she does withdraw. The project was not design specific and all designs have the potential for requirements changes at different stages. All agreed, until the artist makes a decision no further discussion or change in approach is required.  Taste of Art: MT is finalizing the list of restaurants and the flyer. MT is waiting to hear from CP about the restaurants she has approached to participate. RY reaching out to DK and KS for donor packets and information. Grant reception report: MH contacted all grantees to participate with a performance or display. She has heard back from all but one grantee. Representatives from Mass Cultural Council, state/local representatives, and Town Council members have been contacted to attend.

<b>Topics</b>
GK will send Email invitations on Monday, April 2 <sup>nd</sup> . Refreshments – LB is coordinating refreshments san working with KR on a signup sheet on the Google Drive. It was agreed finger food that do not require utensils would be best, and no alcohol beverages would be served due to the time of day. Since it is an open house there is no RSVP requirement or pre-printed name tags. We will provide blank tags for guests to hand write their names. ST is coordinating the signage for Grantees and the Discovery Walk. Council members are asked to be at the Guyer Barn at 1PM (an hour prior to the event start).
Other: MM – volunteered to help with Facebook. <u>ACTION 110: GK</u> – will look into “Trello”
Next Meeting: April 11, 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
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 – KS, LB Send photos to PH	In process	KS	2/8/17	4/11/18
70	Organize Gdrive and include table of contents.	In process	GK	4/12/17	5/2018
105	DK will work with KS on printing additional copies of the packet materials and will collate more packets.	In process	DK/KS	12/13/17	4/11/18
109	Review gmail contacts and send updates to GK	Open	All	3/28/18	4/11/18
110	Look into Trello	Open	Gk	3/28/18	4/11/18

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

No.	Action	Status	Owner	Date Raised	Target Date
81	Familiarize yourself with Trello. Tutorial from PH (upcoming meeting)	Closed	ALL/PH	6/14/17	3/28/18
100	Reach out to the museums to partner on Art Week.	Closed	MH	12/13/2017	3/28/18
108	Add new council members to Trello and send out the video	Closed	PH	1/10/18	3/28/18

Reminders:

Donate to the Discovery Walk project, if you haven't already done so, so we can go into the Patronicity fundraising having the full support of the Council.

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. Share Council posts.