

Mid-Cape Cultural Council - Monthly Meeting Minutes	
Date/Time	Wednesday, January 11, 2017 7:00 pm
Location	Growth Management Conference Room, 3 <sup>rd</sup> floor, Town Hall, Hyannis, MA
Facilitator	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: Kevin Shanley				

Topics
Opened Meeting at 7:00 pm.
Welcomed Kevin Shanley with introduction of Council Members. Kevin is interested in joining the Council. He is the <b>Director of Operations &amp; Special Events for the Arts Foundation of Cape Cod</b> and also coordinates and supervises public events at the Performing Arts Center at Barnstable High School.
December meeting minutes approved.
Minutes from the October and November meetings were approved.
Treasurer Report was reviewed and approved. <ul style="list-style-type: none"> <li>- A small amount of interest was earned</li> <li>- Expenses for printing of grant applications were applied against the administrative budget</li> <li>- All but 3 grantees have submitted reimbursement requests. The 3 remaining were delayed due to staff changes/contact changes. RY has followed up with them and expects them to be submitted by the end of the week.</li> <li>- The annual report was officially filed</li> </ul>
Media Report: PH reported Facebook is doing well. Posts are scheduled out to the end of January. Page Likes are up to 380 people. The Media Committee is now posting Portions of the Mass Cultural Council Newsletter on our page. The Artist quotes posts are being well received. Leveraging the Arts Foundation events calendar as well. <b>ACTION 44:</b> Brochure: In progress. MT will work on it with KR to complete it.
Fundraising Committee: Next meeting January 17, 2017 MH documented a calendar for fund raising milestones
2017 Grants: Denial letters sent out. No appeals received. Grant award letters sent to the town of Barnstable to be mailed out.

<b>Topics</b>
It was noted the Annual report had to be filed prior to mailing the acceptance letters.
RY reported the Database update is complete. MH submitted the report to the Town of Yarmouth. She is attempting to confirm where they are posting our items (minutes/agendas) to their site.
<p>Discovery Walk:</p> <p>Melissa H. met with the town engineer to discuss next steps. The Discover Walk proposal will require review and approval by the Engineering Department Head.</p> <p>Attendees discussed engineering review of structures and location of structure near Maritime Museum. It was agreed the proposed locations need to be approved by the town for property lines, zoning, etc.</p> <p>Question was raised about what entity is responsible for funding the engineering costs such as consulting and installation.</p> <p>MH is meeting with Melissa next week to discuss what needs to be provided to the town, and our list of questions raised in this meeting.</p> <p>Attendees discussed prioritizing which installation to work on first and present to the Town Council. (attempting to be on Feb agenda). Members voted and approved the "Turn Tern Turn" project as the first priority.</p>
<p>Other: Grant Reception – discussed combining the Grant Recipient Reception with a fundraising event. Discussed the importance of marketing this type of event. Fund raising and PR committees will discuss further.</p> <p>Next meeting Wednesday, February 8, 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
1	When possible, attend MCCC-funded events, wearing badges, take photos	Open	All	5/11/16	On going
44	Finalize brochure	Open	KR/MT	9/14/16	10/12/16
55	Create and distribute flyer to solicit new members	Open	KR/MH/RY	1/11/17	2/8/17

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
31	Assist public arts project with video	Closed	PH	1/11/17
33	Request a contact list from the Business Improvement district	Closed	MH	1/11/17
45	Contact town of Barnstable to update members on site	Closed	GK	1/11/17
49	Follow up with the town to see if conference phones are available.	Closed	: MW	1/11/17
50	Add language to the Public Arts Coordinator role description and bring back to the committee for review.	Closed	MH	1/11/17
53	researching a reimbursement request that appears to be a duplicate.	Closed	RY	1/11/17
54	Create folder for on gdrive for media items	Closed	PH	1/11/17

