

HARWICH CULTURAL COUNCIL MEETING MINUTES

Thursday, September 13, 2018 at the Harwich Cultural Center

The meeting was called to order at 4:30 p.m. by Tina Games, Chairperson

Members present: Tina Games, Shay Mitchell, Joan Sacchetti, Lorraine Bossi, Rosanne Shapiro (Absent: Rose Ann Clarke, Rosann Donahue)

Guests: Charleen Greenhalgh, Harwich Town Planner; Cyndi Williams, Executive Director – Harwich Chamber of Commerce; Cynthia Hartman, artist in residence at the Harwich Cultural Center; Christine Banks, President – Guild of Harwich Artists

Public Comments and Presentations:

We heard from Cynthia Hartman, an artist in residence at the Harwich Cultural Center who had several questions about the grant application process to which Tina responded: (1) list available of community needs? Tina referred her to the Mass Cultural Council (MCC) website for that information. (2) clarification of the way funds are allocated? Tina explained that funding can be full or partial depending on the project and that all funds are disbursed as reimbursements. (3) allocation amounts? In past they have ranged from \$100 to \$1500, depending on the number of applications which have ranged from 21 to 50. (4) Interviews? We've never done interviews. If applicant has questions, they can be answered by phone or email. (5) Is the preference to receive information all at once? Tina explained the timeline and the process of notifying applicants from end of December to the 1st week in January as well as the need to send denial letters first so applicants have time to ask for reconsideration. (6) Whom to email? – Tina and/or liaison from MCC.

We also heard from Christine Banks, President of the Guild of Harwich Artists. She submitted an application for a “make it & take it” event to give non-artists a chance to explore a variety of art forms. This project would need funding for artists' supplies. Michael Rudden, who submitted the application, was under the impression that grants cannot include supplies; however, the grant money CAN be used to purchase supplies. Christine needs to know how to correct this (new application or addendum). Tina will clarify this issue with our MCC liaison and will be in touch with Christine once she has this information.

Presentation on Harwich Cultural Districts Designations by Charleen Greenhalgh and Cyndi Williams:

CULTURAL DISTRICTS – Charleen and Cyndi walked the two districts to make note of features to be including; they emphasized that the districts must be walkable. They distributed a handout of the Power Point used at the August Board of Selectman meeting indicating the two districts – Harwich Center & Harwich Port as well as their district partners (not officially part of the districts but support their activities and programs)

Charleen and Cyndi reviewed the process of creating the cultural compact and emphasized the importance of the Harwich Cultural Center which is included in the Harwich Center Cultural District. Its contract has been extended to five years. Charleen and Cyndi meet weekly re: the cultural compact; Tina joins these meetings every other week.

We reviewed our participation in the MCC regional meeting in Yarmouth over the summer. Charleen, Cyndi, Tina and Rosanne attended and found it very helpful to hear from representatives of other cultural councils both on and off-Cape.

Tina presented the opportunity to apply for a \$10,000 grant via the MCC to support our work in creating cultural districts – which Cyndi and Charleen applied for on behalf of the town. It was decided by Cyndi, Charleen, and Tina that the funds would be used for cultural district maps and a webpage (on Chamber site), and cultural district signs, as well as upgrades to the auditorium and cafeteria at the Cultural Center.

Charleen and Cyndi emphasized the need for people in each district to commit fully to not only the initial creation but also to remain involved on an ongoing basis, i.e., need people to oversee/ensure maintenance of the two districts once they're up and running. The Cultural District application is due by March 2019.

We may also have access to state funding for this project via a tie-in with the town's Green Communities application, e.g., for improvements to the Cultural Center like solar panels, and we may also be able to access support from the Cape Light Compact.

Old Business:

- Minutes of the June 14, 2018 meeting were reviewed and approved – motion by Lorraine and seconded by Shay.
- The current financial report, submitted by Joan Sacchetti, was reviewed and approved – motion by Lorraine and seconded by Rosanne. We discussed granting \$9,000 for the FY19 grant cycle.
- We now have two vacancies as Debby Ferry completed her term in June. We continue to consider suggestions of new members.
- We discussed fund-raising efforts thus far. The response to the trips, as reported by Joan Sacchetti, has been less than in previous years, and it appears that this is not a viable option. We also reconsidered the note card packets and, given the low financial yield we might expect, will probably not pursue that project. We agreed to explore a joint fundraising opportunity with the Harwich Chamber of Commerce and will be discussing it more at a future meeting.

New Business:

- Since Treasurer Joan Sacchetti will not be in attendance at the October 11th meeting, she proposed that we allocate \$9000 for FY19 LCC grant funding. Her motion was seconded by Shay and passed unanimously.
- Harwich Cultural Council Community Needs Survey – We reviewed the most recent version and made necessary changes. Charleen and Cyndi suggested we talk with Carolyn Carey, Director of the Harwich Community Center, to see if we can access the Survey Monkey tool she uses which would facilitate online responses.
- 2019 Grant Application Process – This year's application period opened on September 1st and ends on October 15th. Since our next meeting is on October 11th, we will not review applications until our November meeting (although we will use the time between October 15th and our November meeting to review the applications individually).
- 2019 Grant Selection Process – We will review the applications as a group at our November meeting with follow up in December. Tina reminded us that denial letters will be sent out first to allow those applicants to respond.

The meeting was adjourned at 6:15 p.m. Motion by Rosanne and seconded by Lorraine.

**Minutes respectfully submitted by Rosanne Shapiro, Secretary.*