

## **HARWICH CULTURAL COUNCIL - MEETING MINUTES**

**Thursday, January 10, 2019 at the Harwich Cultural Center**

**4:30 PM**

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

The meeting was called to order at 4:35 p.m. by Tina Games, Chair.

**Public Comments and Announcements:** Tina announced that the Monomoy Theater in Chatham is closing due to concerns about health issues in the building. There is an article about this in this week's Cape Cod Chronicle.

### **Old Business:**

- Minutes of the December 13, 2018 meeting were reviewed and approved unanimously – motion by Shay and seconded by Joan.
- We reviewed the financial report submitted by Treasurer Joan Sachetti. We still have encumbered funds from grant money not claimed: \$200 for ALP and \$600 for MRMS FOPA instrument rental. Both of these amounts will revert to our general account. Tina will follow up on the third-grade field trip and offer a last opportunity for reimbursement before these funds also revert to the general account.
- Tina sent out the 2019 Grant Acceptance letters on December 28, 2018. She has already received several thank you notes from grantees.
- Tina completed the Annual Report for the Mass Cultural Council (MCC) with assistance from Joan (re: financial component).

### **New Business:**

- **Town of Harwich Annual Report:** The report is due on January 21<sup>st</sup>. Tina is almost ready to submit and just needs to add information (re: projects funded).
- **Potential New Council Members:** We have four potential new members, which opens the process for Lorraine Bossi and Rosann Donahue to submit their resignations since both are living in Florida for half the year. Tina put information about vacancies in the Harwich Cultural Center newsletter and this has yielded good results. There are also other possibilities to be explored. All four potential candidates will be interviewed by members of the Board of Selectmen, and they will decide whom to move forward for current open positions. New members will be added when additional resignations are submitted.

- **Grant Reception Subcommittee:** Rosanne reported that the date available is Thursday, June 6, 2019 from 4-7:30 p.m. in the Harwich Cultural Center library. Set-up will be from 4-5 p.m., and the event will run from 5 – 6:30 p.m. with the 6:30-7:30 hour for clean-up. Rosanne will complete the room reservation agreement and submit it to Erica. Tina will handle invitations via email, and they should go out in early May. Rosanne has information about last year's reception that she and Shay can use for this year.
- **MCC Cultural Compact Convening:** Tina will be attending a meeting with MCC representatives in Boston on February 8, 2019 from 10 a.m. to 2 p.m. Charleen Greenhalgh will be attending as Cyndi Williams is unable to be there.
- **HCC Community Assessment Survey:** The remainder of the meeting was devoted to discussion of the survey. Lorraine sent an email to Tina with several suggestions of what to include; Tina will forward that email to current members. Lorraine emphasized saying "we need YOU to answer a few questions" (to engage respondents/let them know we value their input). We need to explain what the survey is and how we use it, (i.e., to have a better idea of whom we need to serve). We need to include examples of projects we have funded, so respondents can see perhaps where there may be gaps in service. It was also suggested that we see if any respondents might be interested in serving as members of the HCC. Most importantly, we need to create a survey that is concise (i.e., no more than five questions), with no need for demographics (which had been included previously)

We also discussed the roll-out of the survey via Survey Monkey – either through Carolyn Carey who has access via the Town link or through Tina's access point. We agreed that publicizing the survey is key to getting a good response. Suggestions for publicity include an e-blast on Town Page (ask Chris Clark's assistance with this) as well as an announcement in the Chronicle directing readers to access the survey on the Town Page.

We agreed that the survey results may be helpful to us in evaluating proposals for grants as well as other initiatives in which we're involved. We will review all suggestions and finalize our questions at our next meeting.

- **Other Items:** We discussed briefly the conflict of interest training required by the state, and all members present signed the form indicating that we have read these materials.

The meeting was adjourned at 5:44 p.m. – motion by Rosanne, seconded by Shay.