

Harwich Cultural Council- Minutes-October 8, 2020- Held via Remote Participation

Present: Tina Games, Chair; Dinah Lane, Clerk; Chris Banks, Charlie Barnes, Bernadette Waystack

Visitor: Sharon Moore

Meeting Call to Order at 4:00PM- Tina Games, Chair

Public Comments and Announcements- Tina recognized Sharon Moore, visiting as a new member of the HCC, though not sworn in yet. Also, noted that Peter Hollis is another new member, yet to be sworn in. Sharon introduced herself briefly as a 26-year resident of Harwich and middle school teacher in Bourne.

Approval of September 10, 2020 meeting minutes- Unanimously approved.

Old Business-

- Status of 2020 grant recipients – Tina reported that ten have completed their projects and submitted their final paperwork with request for payment.
- Fundraising Subcommittee- The Virtual Fundraiser notice has been posted on the webpage. Tina urged everyone to download the PDF and send it to contacts
- Membership Recruitment- The Council has just gained two members, yet to be officially sworn in, bringing the total to 7. We still have room for two more members.
- Channel 18 Interview- Tina reported on the Zoom interview Dinah recently did with Tina for Channel 18. There was much information imparted about the Council, the application process and new timeline. In the interview, Tina was able to share her screen on Zoom in order to show the website and navigation tools for accessing information and applications. This was helpful as there was no chance this year for an in-person instructional meeting. The interview has been playing on Channel 18 and Tina will ask Caleb to post it on the HCC website as well.

New Business-

- Annual Report to Board of Selectmen- Presentation of report is to be made on Nov. 16, due to Selectmen by Nov. 11. Tina is writing it and suggested that someone other than her is welcome to present it. HCC next meeting is 11/12 and the Council will receive a copy at that time.
- FY21 Funding- HCC funding comes from three sources: state, town and Council fundraising, Fundraising amounts are held in a gift account. The town amount was approved at the recent Town Meeting, but we have yet to hear about the amount from the state. Some of the gift account can be used for grants, as voted by the members. Any unused/unclaimed grant money is kept in the regular HCC account and can be used in subsequent years. This year, with the potential delay in the completion of some projects until as late as June 30, the final accounting will not be done in time to use for 2021 grants. Tina noted that it is generally required that 2 Council members sign each reimbursement request. However, this year permission has been granted to require one signature only. Council will discuss funding in November meeting. Charlie asked if it might be good for some members of the Council to reach out to our grant recipients about how their projects are coming along. Tina replied she will send him the list of uncompleted projects in order for him to contact the artists, although she felt that sufficient outreach had already been made by her several times.

- 2021 Grant Selection Process- Tina reported that 1 application has been submitted already. Next month the Council will discuss and choose the amount we have available to give out. In December we will be able to access all completed applications and make decisions in January. As usual, any denial letters will go out first to give people a 2 week window to request a reconsideration. After that we will inform successful applicants of their award amount. Tina noted that it has always been the Treasurer's job to make sure all reimbursement requests are completed and sent to Carol Coppola, town Finance Director.
- HCC Job Descriptions- Council members reviewed a list of proposed job descriptions and discussed how to fill positions. As this is Tina's last year as Chair, she suggested that if anyone wants to know more about the position of Chair, that they contact her to begin to understand some of her duties. Chris said that she was considering taking on the role of Treasurer, which Tina has also been filling for the past year. Chris expressed that the Treasurer should work closely with a Grants Coordinator. Tina noted that the duties of Treasurer are really that of a bookkeeper, as the town Finance Director handles all the money. More discussion to be had at subsequent meetings.

Other Items- Tina showed the HCC webpage on the Zoom screen and suggested that Caleb at Channel 18 run a banner of the web address at the bottom of the Interview screen so people will be able to access it.

Adjournment- Motion to adjourn made by Bernadette, seconded by Charlie. All approved. Meeting adjourned at 5:28PM.

Minutes recorded by Dinah Lane, Clerk

Approved unanimously, Nov. 12, 2020