

HARWICH CULTURAL COUNCIL - MEETING MINUTES

Thursday, October 11, 2018 at the Harwich Cultural Center

The meeting was called to order at 4:33 by Tina Games, Chair

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

Public Comments and Announcements:

- Tina shared information about current contract issues at Monomoy High School, as they might potentially affect the LCC grant process.
- Tina called our attention to an article in the October issue of Cape Cod Life about cultural districts.

Old Business:

- Minutes of the September 13, 2018 minutes were reviewed and approved unanimously – motion by Shay and seconded by Rosanne Shapiro
- In the absence of our Treasurer Joan Sachetti, we agreed unanimously to approve the amount discussed at our last meeting for the FY19 grant cycle: \$9,000.
- We reviewed the timeline and application status for the 2019 Grant Selection Process. The cutoff for applications is October 15, 2018. Tina reported that we already received 12 completed applications and 6 applications in draft with 3 more pending, giving us a current total of 21 applications. She said that others may come in over the next few days. We talked about the decrease in the number of applications from previous years and wondered if the online process was intimidating to some.
- There are two Cultural District Meetings this month: One on October 16th at the Pilgrim Congregational Church in Harwich Port which Rosanne will attend, and the other on October 30th at the Harwich Cultural Center which Tina will attend. We discussed the possibility of other Council members attending these meetings which raised the question of potential violation of the Open Meeting Law. Tina will clarify this point and update our information. We also discussed briefly the Harwich Center Initiative in which Paul Lagg (former co-chair of the Harwich Cultural Council) is involved. This initiative is designed to put energy into developing Harwich Center and has the potential for enhancing the process of creating a Cultural District there.

New Business:

- Brian Fede, new program aide at the Harwich Cultural Center, stopped in briefly, giving us an opportunity to provide information about the function of the Cultural Council and our relationship with the Cultural Center.
- Community Needs Survey – We reviewed the discussion from our last meeting, including a question about cultural districts. This led to a broader discussion about the survey which we

are required by the Mass Cultural Council to conduct every 3 years. There is no information at MCC about results, and we are unsure about its purpose. We decided that the survey would be most helpful to us in determining areas of unmet needs after we've reviewed the applications for this year's grant cycle, i.e., we can design an instrument to address these unmet needs. Tina will follow up with MCC re: extending the deadline, so the survey will serve a more practical purpose. We also agreed that the HCC logo should be included in ALL information related to Cultural Districts.

- Annual Report to the Board of Selectman – Tina will attend the BOS meeting on October 29, 2018 and will provide an overview of our work including the number of grants funded during the last cycle as well as our work on Cultural Districts. Since the BOS will also be reviewing attendance at our meetings, we discussed the requirement of a minimum of five members on the HCC, i.e., we could risk losing our funding if this requirement isn't met. Tina will follow up on this issue since it also affects voting at our meetings, i.e., need for a quorum, and will clarify if voting members must be physically present or can "attend" via Skype or other means of electronic communication.
- Fundraising Update – As discussed at our last meeting, Cyndi Williams offered to support our fund-raising efforts using her connections within the Harwich arts and business communities. We will revisit this issue in January once we've completed this year's grant cycle. Cyndi will need approval from her board at the Harwich Chamber of Commerce for this collaboration, and we would be splitting the profits with the Chamber, with percentages to be determined.

Other Items:

- We discussed briefly other MCC grant opportunities in addition to funds provided directly to LCC's, e.g., Big Yellow School Bus grants for transportation expenses. Tina will send HCC members links to information about additional funding programs that we can share with applicants.
- We reviewed the dates of upcoming meetings vis-à-vis the grant cycle. We will meet in November to review our notes on this year's proposals and make preliminary decisions about funding. Tina will send denial letters, and we will wait two weeks for responses to denials with further discussion as needed. At our December meeting, we will finalize our decisions. Tina will send out acceptance letters on or before January 1.
- We discussed briefly the revised timeline for the fiscal year that determines the deadline for grantees to submit reimbursement requests. Per the Harwich Town Accountant, grantees need to submit their requests within six months of their program or event date. This change will necessitate a revision in our acceptance letters to indicate the six-month request.

The meeting was adjourned at 6 p.m. with a motion for adjournment by Lorraine, seconded by Rosanne Shapiro.

**Minutes submitted by Rosanne Shapiro, Secretary*