

HARWICH CULTURAL COUNCIL MEETING MINUTES

Thursday, December 12, 2019 Harwich Cultural Center, 4:00 PM

Present: Chris Banks, Charlie Barnes, Tina Games, Dinah Lane, Laurinda Raquel, Rosanne Shapiro, Kathy Teahan - The meeting was called to order at 4:02 by Tina Games, Chairperson.

Announcements:

- Rosanne announced a Music Sunday service at First Parish Brewster UU on Sunday, December 22nd with music of the season – services at 9 and 11 a.m.
- Dinah and Chris went to the December 8th event at the Chatham UU Meeting House featuring the Guild of Harwich Artists.
- The Cape Cod Chamber Orchestra is having a concert this coming Sunday, December 15th at the Pilgrim Congregational Church.
- Tina shared her experience this past Sunday at the Dennis Village Holiday Stroll where she had a great conversation with members of the Dennis Cultural Council. The DCC conducted their community needs assessment at the stroll using ping pong balls in different colors that attendees used to “vote” on various categories answering the question, “How do you want Dennis Cultural Council funds to be spent?” With their permission, Tina took photos of the community needs assessment being conducted at their table.
- Tina announced that we have a new Massachusetts Cultural Council liaison, Ricardo (Ricky) Guillaume, who will be attending our February or March meeting. Tina asked us to send questions to her about MCC and other LCCs for him to address during his visit.
- Dinah recently attended a performance of “To Kill a Mockingbird” at Eventide Theatre Company - and her sharing led to a brief discussion about the diversity of audiences attending this production (and others on the Cape), as well as the challenges in casting people of color on Cape Cod.

Review of November Minutes: We reviewed the November 14, 2019 minutes and approved them unanimously, motion by Dinah, seconded by Charlie.

Review of Current Financial Report: Tina has received all 2019 reimbursement requests except for Chatham First Night; they’ve asked for – and were given – an extension through January 15, 2020 due to the date of their event. The current financial report was approved unanimously, motion by Charlie, seconded by Laurinda.

We revisited the need for a Treasurer. Tina emphasized (1) the relative simplicity of the record keeping as well as support from the Town Accounting Office; and (2) this is a good time for an incoming Treasurer to learn the job responsibilities – Tina is available for training in FY ’20.

Fundraising Subcommittee Report: We are still waiting for information from Monomoy HS and Cape Cod Tech re: note cards; the committee will follow up. Kathy shared a fundraising letter we might use in a direct ask for donations. We need to consider a few details, e.g., how do we include our municipal status in thank you notes, as well as the expense involved for mailing and website set-up. Tina will check with the Town Accountant re: process for these kinds of donations and report back. Tina also reviewed the accounting procedure for our gift account (for donations) since the state and town money are in a separate account.

Final Discussion of 2020 Grant Applications: We reviewed the spreadsheet that Tina prepared showing the status of this year’s applications.

- Grant Coordinator: Tina shared that other LCCs have a grant coordinator (a council member) who oversees the grant application process - and who handles the various tasks related to reviewing and approving applications, including the notifications to applicants (acceptance and denial) – which have traditionally been handled by the chair. We will discuss and consider this at a future meeting.
- Update on notifications to disapproved applicants and discussion of requests for reconsideration: Tina has received no requests for reconsideration from disapproved applicants.

New Business:

- We voted unanimously to approve the decisions made on the current grant applications, motion by Dinah, seconded by Charlie.
- Tina described the notification process for grant awardees who will receive an acceptance email with appropriate attachments: reimbursement form, HCC logo and publicity guidelines. Tina will email a sample acceptance packet to Council members for our information.
- Formation of Grant Reception Subcommittee – This annual event recognizes the grantees and provides 2-3 minutes for them to share their experiences. We usually hold the reception in May or June; our MCC rep is invited as are members of the Board of Selectman. We discussed the possibility of videotaping the entire program, i.e., last year Erica was able to capture portions of the event, and we would like a complete recording this year. Dinah will explore using town equipment and personnel for videotaping. Rosanne agreed to chair the subcommittee which includes Dinah, Laurinda, Chris and Charlie. The tentative date is Thursday, May 14, 2020; Rosanne will follow up with Erica to see if the library is free.

Other Items:

Dinah reported on a meeting she recently attended sponsored by the MCC Cultural Facilities Fund which focuses on creating workspaces for artists though assessing needs and providing technical assistance. However, MCC staff do NOT provide help with legal issues and code compliance. The MCC is also planning a future program on adaptive reuse.

- This meeting was attended by representatives from a variety of Cape sites including Payomet, the Cape Cod Art Center, Castle Hill (Truro), the Cultural Center of Cape Cod, the Commons (Provincetown) and the Falmouth Art Center. Carolyn Carey and Erica Strzepek represented the Harwich Cultural Center which was viewed as a “shining example” of repurposing a building and was the only example of a municipally held facility.
- This meeting also covered the availability of funding through MassDevelopment via a 50/50 matching grant for rehabbing spaces for artists.

We also discussed the possibility of using CPC funds to support artists in creating workspaces. However, these funds are not available for arts and culture programs. Chris shared information re: Pam Anderson of the Community Development Partnership (CDP) which is based in Eastham. Pam is available at Harwich Cultural Center on a weekly basis to assist small businesses in the community (including artists) in accessing resources, including financial ones.

We will address goals work for FY '20 at our January meeting. Tina has blank calendars to assist with planning.

The meeting was adjourned at 5:55, with a motion by Rosanne, seconded by Chris.

**Minutes recorded and submitted by Rosanne Shapiro, Recording Secretary.*