

HARWICH CULTURAL COUNCIL – MEETING MINUTES

Thursday, December 13, 2018 at the Harwich Cultural Center

4:30 pm

*The meeting was called to order at 4:33 p.m. by Tina Games, Chair

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

Public Comments and Announcements: We discussed current membership on the Harwich Cultural Council and upcoming vacancies. We will begin active recruitment.

Old Business:

- Minutes of the November 15, 2018 meeting were reviewed and approved unanimously – motion by Rose Ann and seconded by Lorraine.
- We reviewed the financial report submitted by Treasurer Joan Sachetti noting that we have \$2,200 encumbered for FY'18 due to reimbursement requests not yet submitted. We will probably be able to add \$800 of this amount to our balance. We also discussed the town finance director's request that reimbursements be made within a six-month window of event/program dates. Tina indicated that letters to grantees will include this change – adding the requirement that they submit reimbursement requests within six months of holding their event/program.
- Tina shared that rejection letters were sent within two days of our last meeting. The two-week period for challenges ended on December 1, 2018, and there were no requests for reconsideration.

New Business:

- We reviewed decisions from our last meeting and double-checked the amounts awarded to each applicant. Motion to accept the 2019 grant award amounts was made by Rose Ann, seconded by Rosanne and approved unanimously
- Tina will send out letters to grantees by the end of the year; the letters will include a sentence about the change in time frame for reimbursement as indicated above. We also discussed the need for grantees to include marketing/publicity materials with their reimbursement requests. Clear information about this requirement is included with all acceptance letters which will also include our logo that should be used in publicity for grantee events/programs.

- Grant Reception Subcommittee – Rosanne and Shay will be responsible for planning our grant reception which will be at the Harwich Cultural Center in the Library. Rosanne will follow up with Erica Strzepek re: specific date(s) – we are aiming for Thursday, June 6 or Wednesday, June 5.
- We discussed fund-raising efforts briefly, noting that the trips we offered earlier this year were not well subscribed. We recalled a discussion with Cyndi Williams, Executive Director of the Harwich Chamber of Commerce at our September meeting re: potential fund-raising ideas; we will revisit this discussion with Cyndi in the near future to move ahead with specific plans.
- We will discuss the HCC survey more fully at our next meeting, and Tina requested that we come prepared to address specifics, e.g., are there groups in Harwich that are not well served? The survey is directed to the general public and should be brief and elicit specific input about programs. We may consider doing an online instrument via Survey Monkey; Tina will see if Carolyn Carey can assist with this via her Survey Monkey account.

Other Items:

Tina reported on the December 6th Cultural District meetings with Mass Cultural Council which were very helpful in clarifying specific issues, e.g., around the physical boundaries of the two districts. The meetings were well attended by a variety of representatives from the arts and cultural community - including the Harwich Cultural Center, Cranberry Music Festival, Brooks Free Library, Harwich Junior Theater, and the Brooks Academy Museum. Harwich Selectman Ed McManus and Harwich Town Administrator Chris Clark were also in attendance.

Luis Cotto, MCC, who heads up the Cultural District program statewide was a key participant in these meetings - and clarified that the districts need to be navigable as opposed to walkable, i.e., can be accessed via public transportation as well as by walking. He also indicated that having two cultural districts approved at the same time is unusual, but not out of the question. The final decision will be made by Luis and MCC Director Anita Walker. Luis videoed traffic going through Harwich Center as evidence to show the sizeable volume, which adds to the potential of supporting a Cultural District designation.

The meeting was adjourned at 5:54 pm with a motion by Rosanne, seconded by Tina.

**Minutes submitted by Rosanne Shapiro, Secretary of the Harwich Cultural Council*