

**HARWICH CULTURAL COUNCIL**  
**Thursday, March 14, 2024 at 4:00 p.m.**  
**at The 204, Creative Suite**

Members present: Bernadette Waystack, Victoria Brown, Chris Banks, Nina Schuessler, Pam North, Sharon Moore, Vicki Goldsmith. Absent: Dinah Lane, Jackie Leach

**Call to Order** Meeting was called to order at 4:02.

**Public Comment and Announcements:** none

**Director of Cultural Affairs Kara Mewhinney**

Kara gave a detailed report on the roll out of publicity, free, paid, print, social media, etc - for Art Week at the end of April, and reviewed many of the offerings day by day, and also listed many of the Monday night concerts.

She outlined the progress in finalizing construction contracts for wide ranging improvements to 204 this year. It is hoped and planned that the aspects of construction most noticeable to the public will be completed before summer, with the rest done by year's end. There has been good experience with obtaining grants for some of the work, and utilizing local contractors.

Per her report, programming, generally and for Arts Week, is robust, and committee members were enthusiastic with their affirmation relative to this explosion of cultural offerings in Harwich since the adoption of the 204, substantially for cultural use, and the hiring of a fulltime staff dedicated to culture. A new position of Program Aide has been posted for 204/Dept of Cultural Affairs to support the greatly expanded programming. Many new classes were mentioned, many to take place afternoons, nights and weekend – very favorable for public participation – and also necessitating this new position, to support this activity.

Also of note, is that Harwich is now serving as a model relative to the use of a retired municipal building for cultural programming. The Town of Dennis is seeking to use their Wixon school to do what we have done with this facility. Kara is also advising some representatives from Franklin, MA.

**Chair's Report** – Bernadette welcomed new member Victoria Brown to her first meeting and mentioned the Select Board's acceptance of the value of having members "of" Harwich on this committee, in addition to those currently residing in town. Jay from MCC has confirmed we are all set with dues, and up to date with all their requirements. Jackie and Victoria need to do nothing to be reappointed. (Appointment will renew for a three-year term if they take no action to the contrary). And Bernadette duly advised us of some surplus land, that all committee chairs were notified of, that is not relevant to our committee.

**Approval of the minutes of February 8, 2024,** Chris moved, and Nina seconded. Approved. One abstention.

### **Treasurer Report** from Chris Bank

HCC report 3/14/24

#1501 Grant \$ 11,747.79

#1730 Gift. \$2,990.57

MCC \$5600 as of 3/12/2024 has not arrived yet.

MCC says "It's in "pending completion" status."

Question came up regarding my request for putting our HCC logo on grantees advertising. This question came from Heather Goodchild Wade director of *Giocosa Chamber Music*.

I am wondering what we should do if we don't get confirmation of a grant before our materials go to print, as happened this year. Should we use the logo with the assumption that a grant will be awarded? I anticipate that we will have the same approximate concert schedule for next year. Thank you so much Chris.

Chris Banks  
HCC Treasurer

On the matter of HCC credit at events which take place in advance of grant awards, Bernadette advised, and the group agreed, that logos and thanks cannot appear in anticipation of a grant award, but after the award has been made, we should be added to publicity that has not already been printed, including any reasonable add-ons by poster, inserts, at live events. We understand that some groups print their programs for the whole season in advance of grant notification.

### **Old Business**

- Review of draft assessment rubric – group reviewed the rubric drafted by Bernadette and was very favorable to it, as presented. Sharon offered some grammatical tweaking, which she will forward by email. Group will consider over this month and vote at next month's meeting.

### **New Business**

- Review and possible revisions to council priorities/guidelines in anticipation of needing to submit for 8/31/24. Table for next meeting – in our instance they are both guidelines and priorities. They appear on the MCC website, so we should all review them to be able to confirm or modify at next meeting.
- June Grant Recipients Reception Thursday June 13, 4 – 6. Dinah has offered to do her usual; in the past Chris took care of food, Nina Publicity, Sharon Invitation, VG help with phone calls. Etc. We seem to have a plan in place that works and we can review each of our responsibilities and confirm details at April meeting. This is for the recipients of the

most recent grant awards. It was only post-Covid that we recognized so many past recipients at one event.

**Agenda Building**

- Items for next month’s meeting: Youth Representative initial discussion re: requirements, “job description” and process for recruitment and appointment
- April/May – Plan the reception.
- Review some of the completed grant information that Chris has on file to familiarize ourselves with them so we can all see rubric – with reviewing grant files.

**Adjournment**

Next meeting dates:

April 11 and May 9, 2024 - then Reception on June 13. 4 – 6 PM.

Respectfully submitted,  
Vicki Goldsmith, member

Draft guidelines attached.

**Draft HCC Cultural Council Grant Assessment Rubric.**

NOTE: LCC Grant funds must be used for arts, humanities or interpretive sciences. The activity cannot be part of Harwich town budget and all grants are reimbursement-based.

- Project provides equal cultural access for its target group and demonstrates a public benefit for Harwich.

4.                      3.                      2.                      1.                      N/A

- A previously funded applicant who demonstrates how programs has been modified to introduce new elements and/or develop new funding sources, expand impact or community benefit. (new applicants score as 4 for parity\*)

4.                      3.                      2.                      1.                      N/A

- A local or regional applicant or activities which offer unique cultural and artistic content. This program is being offered in the town of Harwich and/or is a unique regional offering expected to attract participation by Harwich residents.

4.                      3.                      2.                      1.                      N/A

- A documented commitment from or collaboration with local partners is included in the proposal.

4.                      3.                      2.                      1.                      N/A

- A qualified grant request which has significant impact on diverse demographic groups, including any traditionally under-represented by cultural programming.

4.                      3.                      2.                      1.                      N/A

TOTAL. \_\_\_\_\_ X 25\* = \_\_\_\_\_%

DRAFT

DRAFT.

DRAFT.

DRAFT.

DRAFT