

**MINUTES OF THE WELLFLEET CULTURAL COUNCIL
AUGUST 31, 2009
WELLFLEET LIBRARY, 6:30PM**

PRESENT: Martha Carroll, Tom Cole, Heather Draz, Laura Kozak, Ennie McDonald, Jan Morrissey, Susan Weegar

ABSENT: Kim Shkapich

MINUTES FROM JUNE 1, 2009: Minutes from the June 1, 2009 meeting were accepted with corrections.

OLD BUSINESS

Treasurer's Report

- **Meeting with town accountant:** Discussion postponed until Kim, Ennie, and Susan can meet.
- **Letter to selectmen requesting town allocation:** Members discussed Susan's draft letter asking Wellfleet selectmen to consider adding \$4,000 to the town budget for the Wellfleet Cultural Council, which would match WCC's FY2010 state allocation. Members discussed changes, and agreed that the draft should be edited down to one page. Susan will edit the letter and e-mail a second draft to members for review. Martha suggested that a digital file of all WCC letters be sent to the recording secretary (Jan) for her files.
- **Reimbursement to Hyannis Sound:** Hyannis Sound has not yet been reimbursed for their February performance. Ennie will talk to Kim to find out if Hyannis Sound has submitted any reimbursement paperwork.
- **State allocation for 2010:** The MCC has awarded \$4,000 to the WCC for FY2010, which is \$300 less than the WCC received last year. Four thousand dollars is the minimum amount MCC can legally award to a town. Many larger towns had their funding reduced by more than 17%.

Grant Writing Workshop

WCC will hold a joint grant writing workshop with Truro Cultural Council from 10am to 12 pm at the Wellfleet Public Library on Saturday, September 26, 2009. Susan distributed copies of MCC's Sample Agenda for a Grant Writing Workshop, and the agenda was discussed. Susan notified members that she will be out of town September 15 through October 15, and members agreed to join together to manage the workshop in her absence. Susan will be available for consultation via e-mail and phone. Members will consult their schedules and advise Susan of their availability to attend the workshop.

Susan will speak with Kim about publicizing the workshop and coordinating the effort with Truro. Laura suggested we advertise in the Wellfleet and Truro Council on Aging newsletters, if they have not yet been printed.

Susan will assign a member to contact the MCC workshop presenter to make certain everything is set for the workshop.

Laura will organize refreshments for the workshop, and Ennie will assist her. Laura did not feel we should ask local businesses to donate food, as it's a busy time of year for business owners. Members agreed we should keep refreshments simple, i.e. coffee, tea, donuts, etc.

Jan will get the key to the library, so that members can arrive early on the 26th to set up for the workshop.

One member will present our local guidelines during the workshop. The presenter will list what is specific to the WCC, and to our review criteria, particularly that grant applicants should have the

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support of a local venue before they apply for a grant. Laura suggested that copies of the WCC guidelines be available at the workshop, and that they include the WCC web site.

Susan informed members that grant applications will be available at the library and at town hall by September 8 or 9.

Report on contact with grant recipients: Most grant recipients have completed their programs. Jan reported that the Bates & Ticknell program at the library was modestly attended (less than 25 people). Ennie will speak with Dennis Cunningham again, and remind him that he must complete his program by end of year, or apply for an extension. Tom has spoken briefly with Nate Johnson, and will speak with him again. Susan has a meeting scheduled for September 2 with WHAT and Naomi Turner regarding the Tides Dance Company performance.

Web site: Susan reported that revised guidelines have been posted and information has been updated. Meetings have also been posted, and Susan will post the grant writing workshop. In addition, the WCC web site has been linked to the library web site.

Fund raising: Due to the late hour, it was agreed that fund raising would be discussed at a future business meeting.

WNRTA event: Tom, Martha, Susan, and Jan attended the WNRTA August 10 "Meet the Non-Profits" event. They spoke with several WNRTA members about WCC goals and answered questions. Tom approached the WNRTA president about a possible donation, however the president indicated that the WNRTA did not have any available funds. Five people added their names to the WCC mailing list. It was suggested we reuse the posters and signs from this event for the Sept.. 26 grant writing workshop.

Miscellaneous: Susan informed members that this is her last year on the council, as her second 3-year term will be up in 2010. Susan will work throughout the year to ensure a smooth transition.

NEW BUSINESS

Next Regular Business Meeting

Members agreed the next business meeting would be at 6:30 on Monday, October 5. Tom will lead the meeting in Susan's absence. Susan will reserve the room (probably the library); Tom will post the meeting date on the town web site. Agenda items will include:

- **Checking WCC mailboxes:** It was agreed that Tom would check the WCC mailbox at town hall once a week. Jan will take over responsibility for checking the WCC post office box. She must get the key from Kim.
- **Renew PO box rental:** Jan will renew the WCC post office box, then file for reimbursement from the town.
- **Reimbursement requests:** All requests for reimbursement by 2009 grant applicants must be given to Ennie as soon as possible.
- **Sub-committee review of applications:** Members will need to review applications as they arrive, identify problems, then contact applicants and ask them to fix the problems before the October 15 application deadline.
- **Grant application packet :** A plan should be made for assembling and distributing grant application packets to WCC members for review. All applications should be copied and distributed to members within a week of the October 15 application deadline.
- **Review criteria:** Criteria should be established for reviewing grant applications.

Grant Making Meeting

A grant making meeting should be scheduled for Monday, Nov 2 at 6 pm. Susan will reserve the room (probably the library); Tom will post the meeting date on the town web site.

Publicity

- Grant application information will be posted by September 8-9.
- Press announcements will be scheduled for September 8-9.
- Susan asked members to do some personal outreach by contacting people they know who might be interested in attending the grant writing workshop and/or applying for grants. She will prepare a model e-mail for members to sign and send.

Miscellaneous

Laura does not have e-mail. Heather will call Laura with important information. Laura requested that meeting minutes not be mailed to her.

New ideas

It was suggested that the WCC enter a float in next year's 4th of July parade.

Members discussed creating a WCC business card and designing a WCC logo. Heather & Ennie agreed to work on a WCC logo. Susan will ask Kim to work with them on designing a business card.

Ennie suggested other ways of calling attention to the WCC, including adopting a WCC mascot and holding a yearly party. Martha suggested a mini-art fair at the grant writing workshop, with potential applicants bringing something to show.

ADJOURNMENT: Meeting was adjourned at a few minutes after 8pm.

Respectfully submitted by Jan Morrissey, recording secretary