

**Harvard Cultural Council
December 7, 2020
Meeting Minutes**

Meeting by Zoom called to order at 5:30PM by Rich Marcello

Present: Maren Caulfield, Dave McLellan, Rich Marcello, Faith Cross, Maria Day

Absent: Erin Lynch, Roxanne Daleo

Review of Minutes of September 2020 meeting: Approved without discussion.

Plan grant application review process: we decided on dates and the process:

1. Two meeting dates established:
 - a. January 4, 5:30 – 7:30 PM
 - b. January 11, 5:30 – 6:30 PM
2. Process:
 - a. As soon as possible after applications become available (deadline is 12/14/2020), Dave will download the summary spreadsheet of the applications, and the individual PDFs of the grant applications. The goal is to have a couple of weeks to review the applications.
 - b. We will use grant application number order to work from; spreadsheet will be sorted by number, and each PDF file name will start with the application number to sort in the same order.
 - c. First meeting:
 - i. Eliminate applications that we all decline, to limit the field to review.
 - ii. Review the rest, each in turn, collecting Yes/no/Maybe votes and grant amounts
 - iii. Sleep on the decisions, meet again on 1/11 to confirm.
 - d. After that we must send decline letters right away, wait two weeks for appeals.
 - e. Send approval letters.
 - f.

Treasurer's report: having submitted a summary, Dave later found mistakes and reported on correct numbers. Of our available funds for 2020 (\$5200), we have reimbursed \$3450, leaving \$1750 remaining to be reimbursed to those who received an extension.

Webinar post-mortem: we were happy with the outcome and feel we should do the same or in-person reception if it's safe to do so. Faith asked if we know that any of the attendees applied for 2021 grants yet, and should we reach out to them to find out why they haven't. Rich felt we should leave well enough alone. Dave thinks we made the point that COVID-19 era grants are still welcome, but Faith feels that perhaps they just can't conceive of how to craft a project in the midst of COVID-19. It's not really the council's job to teach them that, however.

New Business: brief discussion of ethics training. Some dates appear not to be filled in. Dave seems to be the most out of compliance.

Next Meeting: Next meeting will be January 4, 5:30 - 7:30.

Adjournment: The meeting was adjourned at 6:07 PM.