

**Minutes**  
**Harvard Cultural Council Meeting**  
**May 7, 2019**

**Present:** Anne Butterfield, Maren Caulfield, Faith Cross, Roxanne Daleo, Rich Marcello, David McLellan. Plus Guests: Maria Day, Erin Lynch.

**Absent:** Jeff Boudreau, Catina Hayden

**Call to Order:** Rich called the meeting to order at 12:01pm.

**Minutes:** The minutes had been distributed two times by email and hard copies were distributed at the meeting. A motion was made and seconded to approve the minutes as drafted. The motion was unanimously approved.

**Treasurer's Report:** Dave distributed the treasurer's report as of May 7, 2019. With the reimbursement of \$750 for the Nashoba Friends of Music signed today, there remained \$3,250 left to be reimbursed from the last round of grants.

Dave also reported that the town's finance director flagged the requirement for two signatures. This has not been done in the past but the council agreed it would be going forward. Rich and Anne both said they are usually available with a little notice.

Treasurer turnover. Dave reported that he will download and prepare a spreadsheet of the FY19 grantees for tracking reimbursement and will do all of the reimbursements until 6/30/2019 when he term is up if chooses to not continue on the council. He will prepare turnover training and materials for the next treasurer.

Dave also reported that a grantee complained that she had received multiple contacts about listing the Harvard Cultural Council in PR and marketing materials. The requirement is clearly stated in the grant award materials and such materials are submitted as part of the reimbursement request. Council members present agreed that henceforth the council

member assigned to each grantee should be the only council member to monitor and communicate about the required acknowledgement of the HCC grant, and other compliance rules.

**Introductions:** Council members present introduced themselves to guests and in turn guests introduced themselves. Guests: Maria Day who was a guest for a second time and a potential candidate for becoming a council member. Erin Lynch is a new Harvard resident and attended at the invitation of Maren. She loves the arts and is interested in becoming a member of the council. She teaches at Hildreth House and volunteers in the schools. Carlene Phillips attended in her role as a reporter for the *Harvard Press*.

**Community Survey:** Rich distributed an edited version of a sample community input invitation from the MCC. We are required to do a survey annually. He suggested three main questions. After discussion, he will amend the questions, add information about the grantee reception/how to apply session on September 12, and invite responders to indicate if they would like to know more about the council.

Dave will get Rich a list of grantees. Dave also volunteered to see if there is a way to provide a link from the HCC webpage back to the list of HCC grantees on the Mass Council site.

The survey will be distributed through three channels: the town's email list, Fivesparks' list and NextDoor.

**Grantee Reception/How to Apply:** Faith reported very positively on her discussions with Fivesparkes. They will be the venue for the September 12 event for a fee of no more than \$200. Guests must pour their own alcoholic refreshments. Mark Mikitarian will be on hand to clarify the difference between the Harvard Cultural Council (HCC) and Fivesparks which was formerly known as the Harvard Cultural Collaborative.

The "How to" session will be from 5:30-6:30pm at Fivesparks. Anne will take the lead in arranging the agenda. Justina Crawford from the Mass Council will be on hand as well.

The reception/celebration will take place from 6:30-8:30. Indian Hill is providing music at no cost.

Maren agreed to work on the PR for the event, including social media. Faith raised the question of whether there should be paid advertising of the event.

Anne will contact the offices of our state representatives (Jamie Eldridge and Jennifer Benson) to invite their participation and to coordinate with them on any logistics.

It was agreed that a meeting to focus solely on the reception should take place soon and should include a budget and further assignment of tasks. That meeting was set for June 5<sup>th</sup>, noon in the Volunteers Room at Town Hall. Invitations. It was agreed that in addition to the general PR, invitations should be sent to prior grantees and that personal invitations from council members to appropriate Harvard friends and colleagues be part of the process.

**New Members:** **Maria Day** agreed to allow her name to be put forward to the Select Board for appointment as a new member. A motion was made, seconded and unanimously voted to do so.

**Erin Lynch's** name was put forward as a potential new member. A motion was made, seconded and a unanimous vote was made to invite her to join. Anne will contact Maren to follow up

**Jared Wollaston's** name was put forward. He had met with Anne and expressed his interest and willingness to serve as they are spending much more time in Harvard. A motion was made, seconded and unanimously voted to place his name before the Select Board.

Anne will follow up with Julie Ducet about the process of putting these names forward.

**Fundraising:** Anne distributed information from the Mass Council on ways that several local cultural councils had leveraged state funds to win allocations from their towns. She also noted that Harvard begins its town

budgeting process about eight month before the annual town meeting, or about September. Town departments and boards should be prepared to submit their requests at least two months after the start of the budget process (September/October).

It was agreed that the council should carefully plan its request and be prepared to submit a strong proposal by September. Faith noted that she is creating a chart of grant requests and awards for the past three years that will be useful in making the case of support of the Harvard council.

**Next Meetings:** June 5, noon, Volunteers Room/Town Hall. The agenda will be the September 12 grantee reception. August 20, noon, Volunteers Room/Town Hall. Agenda will be primarily town budget and fundraising and the final prep for the grantee reception.

**Adjournment:** A motion was made, seconded and unanimously voted to adjourn the meeting. The meeting closed at 1:03pm.