

**Harvard Cultural Council  
Meeting Minutes – September 9, 2013  
Center on the Common, Harvard, MA**

Present: Alice Bartram, Edith Joyce, Elinor Stapleton, Arlene Sullivan, Rebecca Wright

Absent: Robin Calderwood, Frances Nickerson

Guest: Julia Kacmarek, Hillside Papers

**1. Call to order by Alice Bartram at 7:00 p.m.**

**2. Approval of Minutes**

Arlene Sullivan made a motion to approve the minutes from the March 27, 2013 meeting, which was seconded by Rebecca Wright and unanimously approved.

**3. Review of Community Output Survey**

- a. Fran Nickerson and Arlene Sullivan documented results, which were distributed to the Council in June 2013 for review.
- b. Key findings included:
  - i. Keep funding locally-based programs
  - ii. Offering cultural enrichment programs to teens was a common theme
    - Mentioned in 20% of survey
  - iii. More programs for adults and seniors are desired
  - iv. Funding interests centered upon local history and preservation
    - HCC members felt that programs on these topics would require outreach
    - Example - Harvard Historical Society did not submit a grant request in 2013

**4. Funds for 2014 Grant Cycle**

- a. Availability of Funds
  - a.i. 2013 cycle - if all recipients submit requests, \$77 will remain from cycle
    - The \$77 must be held until 12/31/13; cannot use last year's funds in 2014 cycle
    - Typically the entire allocation is spent each cycle; however extensions do occur
  - a.ii. 2014 cycle - \$4,250 is available for funding

**5. Plan and Time Line for 2014 Grant Cycle**

- a. Publicity - press release to local newspapers and distribution of applications in town in September (see outreach below).
- b. Grant applications due on 10/15/13.
- c. Rebecca will pick up applications and manage front-end of process including compiling responses for HCC members to review and grade.
- d. Grant application responses will be distributed to HCC approximately one week within receipt.
- e. HCC to reconvene second week in November to review requests.
- f. Decisions to be communicated to applicants in December 2013/January 2014 time frame.
- g. Declined applications will have two weeks to appeal decisions.

**6. Outreach**

- a. Press release to be sent to three local newspapers.
  - i. The Harvard Press, the Harvard Post, and Harvard Hillside.
  - ii. Run press release multiple times in local newspapers.
- b. Place applications in strategic locations around town including the town library.

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- c. Initiatives:
  - i. Outreach Initiatives
  - ii. Healing Garden – Rebecca
  - iii. Harvard Historical Society – Rebecca
  - iv. Center on the Common – Arlene
  - v. For Art’s Sake – Arlene
  - vi. Fanfare – Edie
  - vii. Bromfield National Art Honor Society – Alice
  - viii. Any other organizations to approach?
  - ix. Alice will send out sample solicitation letter

**7. Considerations for Council**

- a. Do we want to fund smaller number of programs that are more impactful?
  - a.i. The HCC decided to let this consideration evolve as grant requests are reviewed
- b. Cannot award funds to program more than three consecutive years.
  - b.i. The Council agreed not to change this policy unless programs address needs identified in the Community Input Survey
- c. Grant Writing Workshop – Workshop attendance has been very low in the past. There was discussion about possibly offering a session in partnership with other towns to increase attendance; however, the Council felt that given past attendance that a workshop would not be needed.

**8. Other**

- a. Action item: Elinor Stapleton will complete financial input for annual report by 10/15/13.
- b. Alice will review the process with guest, Julia Kacmarek, Nashoba Publishing (Harvard Hillside).
- c. The HCC banner is residing at the Harvard Unitarian Church.

The meeting adjourned at approximately 8:00 p.m.  
Respectfully by,

Edie Joyce