

Harvard Cultural Council

July 13, 2020

Minutes

Meeting by Zoom called to order at 5:30 PM. Co-chair Rich Marcello presiding.

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

Absent: Roxanne Daleo, Erin Lynch, Faith Cross

Review of Minutes of 05143/2020 meeting: Approved without discussion.

Grantee adjusted project approvals: we discussed specific projects from grantees we had heard from, and had general discussion of

1. **Fivesparks:** officially approved Fivesparks storytelling project adjustment. Discussion in May 14 was tentative since they had drafted but not finalized the plan.
2. **Concord Band:** agreed to give the band an extension to the summer of 2021 (Fruitlands Museum summer concerts)
3. **Nashoba Valley Symphonic Band:** agreed to give similar extension (July 4 parade), unless they had incurred expenses which are eligible to be reimbursed.
4. Discussion turned to the general case of how to deal with various project adjustments, cancellations, postponements. ..We established a series of choices that each grantee can make, to simplify the interaction with the council. For those grantees who are unable to complete a project in 2020, choices are:
 - i. Grantee may submit request for project adjustment, subject to vote of the committee. We are being liberal with approvals to grantees with adjustment plans.
 - ii. We can extend their grantee into FY2021. All extended grants are then considered encumbered and are not available for 2021 grants. Under this term, grantee should not submit request for a 2021 grant.
 - iii. Grantee may submit request for reimbursement for the following reasons:
 1. costs incurred for specific project even though it was cancelled due to Covid19
 2. demonstrate legitimate loss of income due to a cancellation
 - 3.

Webinar planning: We discussed organizing a webinar to help grant applicants complete successful applications. Things we want to cover are:

1. [Seek participation from Veronica. Martell]
2. How to complete grant application online
3. Aspects of successful applications
4. Invite past grantees again to talk about their successful grants
5. Project reimagining in a pandemic
6. Redefined projects

New Business no new business.

Next Meeting: We discussed August 13 at 3:00 PM. Erin can't do Thursdays, Maren has uncertainty about her schedule until the library reopens. We need to meet to vote specifically on each adjusted project, and the rate at which the adjusted plans arrive is unpredictable. Topics of focus are whatever adjusted projects there are and webinar presentation.

Adjournment: The meeting was adjourned at 6:27 PM.