

Minutes
Harvard Cultural Council Meeting
March 5, 2019

Present: Anne Butterfield, Maren Caulfield, Faith Cross, Roxanne Daleo, Rich Marcello, Dave McLellan, members. Guest: Maria Day.

Absent: Jeff Boudreau, Catina Hayden.

Call to Order: Rich Marcello called the meeting to order at 6:04pm.

Introduction of Guest: Faith Cross introduced Maria Day as a prospective new member. Council members introduced themselves and welcomed her to the meeting.

Minutes of Prior Meeting: Draft minutes of the prior meeting held on February 19 had been distributed to all council members prior to this meeting and paper copies were distributed at this meeting. It was moved and seconded and voted unanimously to approve the minutes.

Nominations for and Election of Council Secretary: After a short discussion, it was moved, seconded and voted that Anne Butterfield serve as temporary secretary until the council increased in size (and no later than June, 2019). It was noted that part of the new member recruitment could be with an eye to electing a secretary.

Liaison/Mentor Assignments for Current Grantees: It was agreed that it would be good for grantees to have a designated council member as a liaison. The role of the liaison is to be helpful to the grantee and therefore liaisons/mentors should be flexible in meeting grantee needs. This might include attendance at HCC-funded events, help with reimbursement requests, reminders to credit the council in promotional efforts or other help as grantees see fit. Council members will attend the remaining grantee events as follows:

- Garden Club/Bromfield – Rich
- Indigenous Peoples – Anne
- Open Studios – not a single-focused event
- Old Frog Pond – Roxie
- Barns and Farms – Faith.

For the next round, council members will select awardees to mentor/liaise with at the time of the grants and include that in the award letter.

HCC Participation in MassCreative Advocacy Day: In Jeff Boudreau's absence and at his request, Anne reminded those present of the Advocacy Day to be held on March 26th. It will include speakers and will be followed by times when advocates may visit with their state house representatives, in this case Jamie Eldridge and Jennifer Benson. Council members were encouraged to participate.

Community Survey: The Massachusetts Council now requires cultural councils to conduct a community survey each year. It was agreed that the council wants a broad distribution. Rich will draft a survey instrument for circulation to members. Anne will check to see if the town has a mechanism for distribution such as a town email list or if it can host the survey or a survey link on the town website. Faith will also check with the Harvard Cultural Collaborative if they would be willing to send the survey or a link to their member list. Maren noted that an announcement can be placed in the *Harvard Press* with a link to the survey.

New Member Update: Faith and Anne reported on their efforts to date. Roxie and Maren agreed to think about other candidates. Maren noted that people with children in school, especially elementary school, generally have very little time to add more volunteer work. Efforts to suggest and recruit will continue.

Grantee Reception: Rich appointed Faith to be "chief curator" and assured her that associate curators will be added to help with the work. Faith will work with the Harvard Cultural Collaborative on reserving that as the venue. The preferred date will be September 12. An applicant information session will be held at the Collaborative from 5:30-6:30 and the reception will be held from 6:30-8:30pm. A rough program outline for the reception portion includes a short showcasing of three grantee projects; an opportunity for other awardees to speak briefly; an opportunity for Harvard's state legislative representatives to speak. Refreshments will be served.

The council hopes to make this event broadly inclusive and will seek to use existing email and other vehicles to invite all Harvard residents.

Old Business: None.

New Business: The council went into executive session. It was moved, seconded and voted unanimously to create within the council a position of PR and Marketing. It was moved, seconded and voted unanimously to name Maren Caulfield to fill that position. It was agreed that going forward all public relations and marketing activities be covered by her.

Next Meeting: There was a discussion of best meeting times. The next meeting will be held at 12pm (noon), May 7.

Public Comments: None.

Adjourn: There being no further business to come before the council, a motion was moved, seconded and unanimously voted to adjourn the meeting. Rich adjourned the meeting at 7:18pm.