

Harvard Cultural Council Minutes, April 5, 2018

ANNE BUTTERFIELD	Present
CATINA HAYDEN	Absent
DAVE MCLELLAN	Absent
EDITH JOYCE	Present
JEFFREY BOUDREAU	Present
LUCILLE CLERKIN	Present
MAREN CAULFIELD	Present
ROXANNE E. DALEO	Present

The meeting was called to order at 8:50pm by Lucy Cherkin.

1. Review and approve minutes of Harvard Cultural Council's January 18, 2018 meeting.  
Approved unanimously.
2. April 5, 2018 Grantee Reception Debrief. Approximately 50 people attended the reception, including most of the 2017 and 2018 grantees. Actions for next year:
  - Retain: Request Rep. Benson provide House of Representatives grantee certificates of recognition.
  - Retain: In addition to other publicity channels, use "Evite" for invitations.
  - Retain: Invite each grantee to speak about their project.
  - Do next year: Create and use on a shared project list / assign responsibilities.
  - Do next year: Have a guest list and greeter at the door.
  - Do next year: Use the MCC planning guideline.
  - Do next year: Get list of grant recipients to Representative earlier in the process.
  - Do next year: Hold a March planning meeting.
3. Membership.
  - Two members are completing their second consecutive terms so will be cycling off. The state minimum size is five members. Lucy is in touch with two potential new members.
  - 2018-2019 leadership positions were discussed. Consensus is Lucy and Anne Butterfield will co-chair, Jeff will serve as clerk, treasurer TBD. No vote was taken.
4. 2018 Grant Events.
  - Research and publish 2018 grantee events to shared drive – Jeff.
  - Amend grant requirements document to specify grantees shall inform HCC their event date/time/location and other pertinent information – Lucy.
  - Amend grant award letter to specify grantees shall inform HCC their event date/time/location and other pertinent information – Lucy.
5. Next meeting will be in August.
6. Adjourned at 9:45pm.

Submitted by Jeff Boudreau