

Harvard Cultural Council Meeting Minutes
23 September 2015, 7pm
Teachers' Lounge, The Bromfield School

Present:

Members – Alice Bartram (Chair), Fran Nickerson, Rebecca Wright, Debra Vanderwerf, Edie Joyce, Catina Hayden, Lucy Clerkin. Lily Moore-Eisenberg

Guests – None

- I. Meeting called to Order (AB) – 7:09pm
- II. Alice welcomed our newest member, Lucy Clerkin and reminded group that while we are over our committee minimum of 6, we can always use new members.
- III. Fran Nickerson gave the Treasurer's Report
 - a. Review of 2015 Grants: paid to-date, submitted for payment; Reimbursement request not received
 - b. Discussion around wording in grant award letter making it clearer what the reimbursement requirements are – esp. around giving HCC credit.
 - c. It was also suggested that we continue the practice held over past few years of sending reminders for reimbursement submission (while generally all agreed this should fall into 'not our jobs', this seems to continue to be needed).
 - d. Alice will need to review annual report paperwork with Town Finance & complete paperwork with MCC
- IV. Fran will not be able to continue as Treasurer. Group had been asked before meeting to consider taking role on. Debra stepped up (thank you Debra for your continued leadership!)
- V. FY16 process:
 - a. Publicity completed
 - b. FY16 allocation from state: \$4500

- c. Once annual report paperwork completed, we will know our full FY16 allocation pool.
- d. Overall process was reviewed for Lucy's benefit:
 - i. Applications must be postmarked by 15th October; some often appear few days after that given mail speed.
 - ii. Lily will make copies (Catina offered to help).
 - iii. Alice and/or Rebecca will create a scoring sheet
 - iv. Everyone needs to read applications before voting and complete scoring sheet. Initial (pre-meeting) scoring is Yes/No/Maybe
 - v. In the voting meeting, we eliminate all that had 100% 'No' initial scoring. We debate any that had mixed or maybe scoring to put into a 'yes' or 'no' category. Then we discuss/agree amount of funding for all 'yes' applications.
 - vi. Fran requested the voting meeting be held in a small window of time, given her travel schedule. Some debate around schedules with meeting tentatively set for Nov 2nd, 3rd or 4th, to be determined off line.

VI. Meeting adjourned at 7:51pm.