

Harvard Cultural Council Meeting Minutes
25 September 2014, 6pm
Teachers' Lounge, The Bromfield School

Present:

Members: Alice Bartram (chair), Debra Vanderwerf, Fran Nickerson, Arleen Sullivan, Catina Hayden, Edith Joyce, Lily Moore-Eissenberg

Guests: None

- I. Call to Order (Alice Bartram) – 6:02pm
 - a. Welcome to new members
 - b. Voted to accept minutes with changes
- II. Grant Applications
 - a. Send reminder to Fresh InkK Laura Vilain
 - b. Alice Bartram will send list of people who have not requested reimbursement to Fran Nickerson
 - c. Groups that HCC may want to reach out to:
 - i. Bromfield
 1. Art students
 2. Funding for school projects
 3. Field trips
 - ii. Historical projects
 - iii. Warner Free Lectures
 1. Hasn't applied in a few years
 2. Last time did not utilize funding
- III. Money available
 - a. \$4300 total allocation from state
 - b. \$243 balance in account after grants funded
 - i. Put aside less than \$200 for administrative fees
 1. Cost of stamps
 2. Decided to set aside \$43
 3. Leave \$4500 to distribute
 - a. Comparison: Last year \$4250 for grants
- IV. Review of guidelines
 - a. Reimbursement grants (little elaboration)
 - b. Grant applicants will hear back in December

- c. Harvard-based groups (or surrounding towns) prioritized
 - i. Unaffiliated groups need letter of support from Harvard-based partner
- d. Paper applications
 - i. Arleen Sullivan to make 10 copies for library
- e. Grant workshops
 - i. Small turnouts in past
 - ii. Applicants should just call if they have questions

V. Grant process

- a. Make a spreadsheet of grant applicants
- b. One or two meetings to “hash out” funding decisions
 - i. First meeting: Wednesday 10/29 6:30pm
 - ii. Tentative second meeting (only if necessary): Wednesday 11/5 6:30pm

VI. Timeline

- a. Grant applicants due 10/15 (postmarked, so may arrive later)
- b. Lily Moore-Eissenberg will make copies
- c. Meet to decide on funding (10/29 and, if necessary, 11/5)
- d. Everything needs to be finalized by 12/31

VII. Harvard Pro Musica – Fran Nickerson is a member

- a. Goals
 - i. Major fundraising push
 - ii. Advertising
 - iii. Create “Friends of Harvard ProMusic”
 - iv. Looking to expand/attract new members
- b. What it wants from HCC
 - i. Needs suggestions about funding opportunities

VIII. New treasurer

- a. Job Description:
 - i. Reviews accounts in late summer
 - ii. Complete forms from state

iii. Reimbursement paperwork - not time-consuming

b. Fran Nickerson to take position

IX. Adjourn at 6:45pm