

Harvard Cultural Council

August 10, 2020

Minutes

Meeting by Zoom called to order at 5:40PM by Dave McLellan

Present: Maren Caulfield, Maria Day, Dave McLellan, Rich Marcello, Faith Cross, Erin Lynch, Veronica Ramirez Martell

Absent: Roxanne Daleo

Review of Minutes of July 13, 2020 meeting: Approved without discussion.

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

We decided on a date for the webinar: Tuesday October 6th 7pm-8pm

Dave will secure zoom link from the town and ask it to be a registration only zoom event.

Zoom webinar link should be sent to our entire distribution list and Maren will do a press release for Harvard Press and Nextdoor with invitation to webinar and how to get link.

Discussed flow of webinar:

- 1) **Introductions- Who/what/where/when/why By Dave and Rich**
- 2) **Veronica will speak on how we as a local organization tie into the state program**
- 3) **Describe process of applying**
 - a. **Show a range of the organizations we fund**
 - b. **Contact info, critical dates apply by November 15, mention we're currently accepting apps**
 - c. **Where to get the forms, include link and form on this slide, sample app, bullet about applying on paper if you prefer over online**
 - d. **One slide per speaker and keep it to 5min (3 speakers total?)**
 - e. **Marc from Fivesparks to speak on how to tailor application in the time of pandemic**
 - f. **What are aspects of a successful application and what causes them to be declined**
- 4) **Questions**
- 5) **Close out**
 - *We need one person dedicated to tech during the webinar- Dave?**

New Business: no new business.

Next Meeting: We discussed meeting Monday September 21st at 5:30pm

Adjournment: The meeting was adjourned at 6:20 PM.