

**Minutes
Harvard Cultural Council
November 25, 2019**

Present: Jeff Boudreau, Maren Caulfield, Dave McLellan, Faith Cross, Maria Day. Select board member Rich Maiore attended as an observer.

Absent: Roxanne Daleo, Erin Lynch, Jared Wollaston.

Meeting called to order at 12:00 PM

Nominations for Chair: Faith Cross suggested that we could function as a committee for the purposes of grant application review without having appointed leadership. All present agreed.

Discussion of grant review: we planned four meetings in December to review grant applications:

12/4	10 AM
12/11	10 AM
12/13	10 AM
12/17	6 PM

We allocated a meeting to address council leadership in January.

1/7	6 PM
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Materials for application review are:

1. The FY2020 Panel Book (PDF)
2. Grant History spread sheet to evaluate past grants downloaded from state by Jeff Boudreau.
3. Voting sheet prepared by Jeff Boudreau.

We agreed to simply make these available through the Harvard Cultural Council Google Drive shared folder.

Treasurer's Report: McLellan reported on invoices submitted for approval. Also reported that sections 1 and 2 of the annual report were completed, which permits us to schedule voting meetings for grant review.

Georgia Sassen extension request: Georgia Sassen requested an extension of her FY2019 grant request due to health issues that prevented her ability to deliver on her event. We had never formally voted on this extension request. Motion to vote was made, seconded, and we vote unanimously to grant her extension request.

Next Meetings: See list above

Adjournment: The meeting was adjourned at 12:39 PM.