

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