

**Harvard Cultural Council Meeting**  
**Monday March 14, 2022, 6:00 PM**  
**Agenda**  
**Zoom Meeting**

Pursuant to Chapter 20 of the Acts of 2021, An Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency and signed into law on June 16, 2021, this meeting will be conducted via remote participation. Interested individuals can listen in and participate by phone and/or online by following the link and phone number below.

Hildreth Pro is inviting you to a scheduled Zoom meeting.

**Join Zoom Meeting**

<https://us02web.zoom.us/j/85248378813?pwd=d2l2alhOS1kwUEo4ZXBBOGtHQQW94dz09>

**Meeting ID: 852 4837 8813**

**Passcode: 750543**

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**Meeting ID: 852 4837 8813**

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Call to Order

1. Membership
  - Renewing, members leaving, recruitment of new members
2. Roles discussion (prepared job descriptions and informal discussion)
  - Treasurer
  - Chair, co-chair
  - Secretary
  - Publicity
  - Turnover discussion
3. New officers
  - Volunteers
  - Anti-volunteers
  - Election/Appointment
4. Financial summary
5. Old business
6. New business

Next meeting:

Adjourn

## Harvard Cultural Council

August 16, 2021

### Meeting Minutes

Meeting called to order at 6:09PM by Rich Marcello

**Present:** Rich Marcello, Dave McLellan, Faith Cross, Maria Day, Tim Schmoyer

**Absent:** Maren Caulfield, Erin Lynch, Shannon Kinayman, Ellen Harasimowicz, Marijke Vallaey

**Minutes of June 10, 2021 meeting** were reviewed and approved unanimously without changes.

**Member introductions** were provided by each member in attendance.

**Basic 'training' for the new members** was deferred to the next meeting since only one new member was present.

**Member roles** were discussed. The committee will need a new Co-Chair and to train a new treasurer soon. Faith recommended writing Roles & Responsibilities descriptions to help members understand and decide which roles they would like to assume. Tim will request permissions to update the HCC site at <https://www.harvard-ma.gov/cultural-council>.

**FY22 season dates and process** were reviewed. A correction was identified that LCCs submit their annual report to MCC by January 18, 2022.

**Email addresses and google group** were discussed for the public to communicate with the committee and for committee communications with Town officials, other committees, and each other.

**Priorities/guidelines** currently in the online application system were reviewed and approved unanimously with changes. The wording will be updated and then populated to the appropriated section of the online application system.

**Community survey** from 2019 will be sent to committee members by Rich for review and recommend additions, deletions, and modifications. Goal is to vote on a final version and conduct the survey in September 2021.

**Webinar** was briefly discussed concerning finding and reviewing the previously recorded Zoom webinar, updating previously used slides, using Zoom again, and presenter. Will be on next meeting's agenda to continue the discussion.

**Treasurers Report:** Dave reported on Fiscal Year (FY) 2021 and FY 2020 submissions and reimbursements. Funds not spent by the end of calendar year 2021 will be used in 2022 for grants or an HCC sponsored Town project.

**New Business:** None.

**Next Meeting:** Next meeting-in September; date to be coordinated with members.

**Adjournment:** The meeting was adjourned at approximately 7:06 PM.