

Agenda
Harvard Cultural Council Meeting
Monday September 21 2020 5:30 PM
Online meeting with Zoom

Hildreth Pro is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/86359376795?pwd=U1BucERvdIBkYUR5Nm1RMUJIUEIyZz09>

Meeting ID: 863 5937 6795

Passcode: 269619

One tap mobile

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Call to Order

1. Review and Approve Minutes from August 10 (see page 2)
2. Review grantee extensions and project adjustments receive to meeting date.
3. Webinar Planning

New Business

Old Business

Next meeting

Adjourn

Harvard Cultural Council

August 10,2020

Minutes (Draft, not yet approved by committee)

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.