



MEETING MINUTES

October 10, 2019 06:17 PM | LEVI LINCOLN CHAMBERS, CITY HALL

TYPE OF MEETING	Monthly Meeting – October
FACILITATOR	Samantha Fiakofi
NOTE TAKER	Stephanie Mireku
ATTENDEES	Yasmin Goris, Mitchell Perry, Tom Conroy, Lisa Malo, Nikki Erskine
LATE	Gabriel Rollins
GUESTS	Gabriel Buonomano

AGENDA TOPICS

I. Grant application questions

No attendees present, therefore moved into agenda

II. APPROVAL OF MINUTES	
CONCLUSION	Approved
Stephanie moved to approve minutes from September meeting with minor modifications to be made by Lisa. Mitchell seconded the motion.	

III. BUDGET REPORT	
CONCLUSION	
Tom motioned to approve the budget report. Yasmin seconded.	

IV. REIMBURSEMENTS					
APP #	Individual/Organization	Amount	Decision	Status	Notes
	WCLOC Theater/Eric Butler	\$2856.35	Approved	Final	



V. 2019 Grant allocation review & update

- a. Reviewed all pertinent documents and agreed to proceed as planned

VI. Council led project vote: LitFest

- a. Had discussion about: needing more details for budget, question about what is the obligation and involvement level of a council led project,
- b. Concerns: notion that Council should have been consulted earlier in the process for this to be a true partnership, funding level, time commitment, alignment with 2019 grant priorities, need to define participation expectations more specifically
- c. Need to clarify limitations in terms of MCC policy and WAC policy
- d. Consideration of timing of festival in relation to 2020 grant reception
- e. Vote to support LitFest (motion by Tom, second by Gabe, approved by all)

VII. Grant/Fellowship Rubric Review

- a. Discussion about scoring rubric and weighting of scores
- b. Consideration of changing scoring based on priorities, determined that this changes the overall process—but is something to consider for next cycle
- c. Votes: Increase priorities question/point section in rubric (all except 1 vote yes); Increase by 1 point, unanimous vote
- d. Reminder to mention potential conflict of interest ahead of time for review
- e. Sam to send conflict of interest law for review

VIII. Grant Cycle Meeting Dates, Times, Roles & Responsibilities

- a. No meeting on 17th for grant review
- b. Roles during review: Treasurer and secretary tally votes and keep notes; Lisa will preside over voting meetings as needed; Yasmin and Mitchell will review applications for missing materials; Looking up applicants is between Sam and Nikki
- c. Priorities need to be updated to current list

IX. WAC Staff & Events Update

- a. Potential WAC applicant interested but also interested in parking commission
- b. Next CAC meeting at end of November
- c. Open Meeting Rules information to come soon
- d. Reminder to mention interest for council among networks, send information to others
- e. Answered grant questions: Can commitment letter be a PDF email? Yes if we can verify the details and a letter/email of intent with expressed commitment; Can estimates work without signed contracts? Yes, except venue commitment and letter of intent.
- f. Correspondence

MEETING ADJOURNED AT 7:57PM