



MEETING MINUTES

April 9, 2020 6:22PM | WEBEX (VIRTUAL), ESTHER HOWLAND CHAMBERS

TYPE OF MEETING	Monthly Meeting – April
FACILITATOR	Yasmin Goris
NOTE TAKER	Stephanie Mireku
ATTENDEES	Lisa Malo, Mitchell Perry, Jennifer Riley, David Filar, Jeremy Bouchard, Thomas Conroy, Nikki Erskine
LATE	
GUESTS	

AGENDA TOPICS

I. GRANT AMENDMENT REQUESTS

- a. Discussion about blanket request for delayed programming or rescheduling and amendments related to COVID-19; up to one year from time of approval for programming (based on MCC recommendations) vs case by case request
- b. Suggestion: noted for amendment, no need to deliberate, keep documentation on file, grantees must reach out to us
- c. Considerations: revised budget, scope adjustments, provide flexibility with some details, committee availability, MCC funding contingency for 2021
- d. Need to send letter of guidelines and next steps for grantees
- e. No need to vote other than specific points according to grant guidelines and details related to expenditures already occurred with appropriate breakdown; exceptions made for certain guidelines
- f. Questions: approval for 2021, encumbered funds, possibility for extensions, timeframe
- g. Keep limit on funding to amount granted in 2020 with \$5K cap
- h. Topical votes: (1) approve all amendments for 4/9 meeting (moving forward use this process—will receive materials Tues/Wed prior to each meeting); (2) date changes until 1/10/2021 if project is same—Council still needs to review
- i. Vote results: Both unanimous yes

II. BOOK FESTIVAL FUNDS

- a. Can reallocate funds, dedicate to new date, or do new call for grants
- b. Need to consider other community partners
- c. Table decision until additional details emerge from BF committee

III. AUTOMATIC EXTENSIONS & GRANT MODIFICATIONS

- a. Discussed with first agenda item



IV. DIRECT GRANTING

- a. Up front funding (W9 and contract needed)
- b. Staff transition happening in budget office which could affect timing if Council decides to move forward with direct granting
- c. Could increase accessibility for funding but need to consider grant funding amount and number of applicants
- d. History: piloted two years ago by MCC after always being reimbursement based

V. APPROVAL OF MINUTES	
CONCLUSION	Approved
Lisa moved to approve minutes from March meeting; Stephanie seconded the motion.	

VI. BUDGET REPORT	
CONCLUSION	Approved
Stephanie motioned to approve the Budget Report. Yasmin seconded.	

VII. OTHER

- a. Review of community input survey (early summer); launch in August
- b. Nikki will send out original note sent to grantees to council, follow up to be sent as well
- c. Stephanie resigning from council by June 1
- d. Council members should consider secretary position

VIII. GRANT AMENDMENT REQUESTS

- a. Mitchell and Yasmin will digitally sign and send to Nikki by end of weekend

IX. REIMBURSEMENTS					
APP #	Individual/Organization	Amount	Decision	Status	Notes
WAC-34	Studio Theatre	\$1,794.74	Approved	Partial	
WAC-46	Worcester Chamber Music Society	\$5,000.00	Approved	FINAL	

MEETING ADJOURNED AT 8:08PM