



**MEETING MINUTES**

July 8th, 2021 6:05 PM | ZOOM (VIRTUAL)

<b>TYPE OF MEETING</b>	Monthly Meeting
<b>FACILITATOR</b>	Jennifer Riley
<b>NOTE TAKER</b>	Brandon Lewis
<b>ATTENDEES</b>	Jennifer Riley, Christopher Rich, David Filar, George Sedares, Lisa Malo, Nikki Erskine, Brandon Lewis, Sean Brennan
<b>LATE</b>	
<b>GUESTS</b>	Erin Williams (through phone)

**AGENDA TOPICS**

**I. NEA GRANT OPPORTUNITY**

- A. Guest speaker- Erin Williams (through phone)
  1. NEA Rescue Program, which can include LCCs
  2. Allows sub-grantees to apply for funding, a one-time offer, can be spread out over two years. Announced in November, can distribute dollars September 2021 through November 2023.
  3. Started the process to apply for \$250,000. If we receive these funds, \$100,000 would go towards allocations for FY22, \$100,000 towards FY23, and the remaining for administrative funds
    - a) Concern with the timeline (announcement in November, after grant applications have closed- how to notify the public?). Possibility to roll funds over to the following year
  4. Document created for materials to gather, and sections to write- council members to help
  5. Voted on whether or not to actually apply for the grant- unanimously approved

II. **APPROVAL OF MINUTES** – Approved. Chris motioned to approve, David seconded.

III. **BUDGET REPORT** – Approved. Brandon motioned to approve, Sean seconded.

**IV. GRANT REIMBURSEMENTS**

APP #	Grantee	Amount	Decision	Status	Notes
WAC-63	Ferlay Jean-Baptiste	\$1,000	Approved	Final	Fellowship

**V. GRANT AMENDMENTS**

A. Worcester Area Mission Society- had to change location and dates “to align with summer school”- will have to reach back out for more information; is this becoming part of the summer school curriculum?

**VI. COMMUNITY INPUT SURVEY**

- A. We have all reached out to lots of people to get more input
- B. Have received 752 responses to far- on track to meet our goal, but not on track to reach our stretch goal
- C. Making an appearance at WooSox game on 7/17
- D. Side note- decided to reallocate up to \$350 from intern budget to marketing supplies
- E. Conversation about finding time to put up posters for community input survey

**VII. DIRECT GRANTING UPDATES**

- A. We are in the clear to begin direct granting for the upcoming grant season, following MCC policies. Any grant more than \$2,000 requires a separate form
- B. Vote needed – unanimously approved to adjust to direct granting from the reimbursement method



- C. An annual report would be needed to see if funds were used appropriately, otherwise organization would have to repay, and could be disqualified from future grants

#### **VII. GRANT WRITING WORKSHOP**

- A. Date- after application goes live and guidelines are presented – aiming for early/mid September
- B. Events committee to plan workshop- will table this for this month, and discuss at our next meeting

#### **IX. SUBCOMMITTEE UPDATES**

- A. Marketing:
  - a. Looking into possibly creating stickers to hand out to try to take survey, or to hand out for publicity at events, among other things
  - b. Moving forward with minor design tweaks, funds will be taken out of previously discussed marketing budget
- B. Strategic Planning: no one present, no updates
- C. Events:
  - a. Reached out to Woodrow Adams about a possible event that we could have a table at- Jennifer will report back at next meeting in regards to that
  - b. 2022 Grant Reception updates
    - i. Asking from the council: everyone come up with three possible locations, decide on a date/time (weekday, weekend, afternoon, evening), and discussion about whether or not we can pursue any type of sponsorship for the reception
    - ii. Considering to weave the reception in with a council-led event to allocate more money to the event
    - iii. Next year is 300th anniversary of the city (?) and 40 year anniversary of the council- we have to do something big

#### **X. STAFF UPDATES**

- A. Conversation about whether to meet in person, or continue to meet virtually
  - a. We can alter the date and time of when to meet, depending on council availability
  - b. Will send out a Doodle survey to council members to see what works best- will have to announce date and time at least 48 hours before next meeting
- B. Issues with getting grantees paid- need W9 to create purchase order, and purchase order before invoice created
  - a. An option- all applicants submit a W9 when they submit their application. Nikki said MCC advises against this so WAC doesn't have PII for applications not funded.
  - b. Another option- batch forms together so that grantees see all forms that need to be filled out. Nikki said won't solve the order of operations issue.
  - c. Possibly a point to stress during the grant workshop and in award packets.
- C. Consider any changes we want to make for the grant guidelines for the August meeting

#### **XI. #WACFUNDED EVENTS**

- A. Mass Symphony Orchestra has several concerts- jazz in the park and Disney music

*MEETING ADJOURNED AT 8:04PM*