

# Meeting Minutes

FEBRUARY 14, 2019

06:21 PM

ESTHER HOWLAND CITY HALL

<b>TYPE OF MEETING</b>	Monthly Meeting – February
<b>FACILITATOR</b>	Samantha Fiakofi
<b>NOTE TAKER</b>	Amanda Kidd Schall
<b>ATTENDEES</b>	Meaghan Hardy-Lavoie, Samantha Fiakofi, Lisa Malo, Amanda Kidd Schall, Stephanie Mireku, Yasmin Goris
<b>LATE</b>	Thomas Conroy
<b>GUESTS</b>	

## Agenda topics

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### APPROVAL OF MINUTES

SAMANTHA FIAKOPI

<b>CONCLUSION</b>	
Amanda will change Januart to January. Stephanie motions to approve and Meaghan seconded.	

### TREASURER REPORT

<b>CONCLUSION</b>	
Budget report is held.	

### GRANT REIMBURSEMENT REQUESTS

SAMANTHA FIAKOPI

REIMBURSEMENTS					
APP#	Individual / Organization	Amount	Decision	Status	Notes
	Scott Boilard	5000.00	Approved	Full	
			Approved	Full	
			Approved	Full	
		2500.00	Approved	Full	
O-10267-18	Worcester Natural History Society dba Ecotarium	2320.00	Approved	Full	
O-13146-18	Girls Inc. of Worcester	3500.00	Approved	Full	
O12635-18	Worcester Community Cable Access, Inc	2500.00	Approved	Full	
O-15086-18	Worcester Center for Crafts	2000.00	Approved	Full	
O-14832-18	Worcester Youth Center	2500.00	Held		amendment requested

## DISCUSSION

III.

WAC does not have a staff liaison and we will be responsible for writing our own press releases and documentation until the position is filled.

IV.

Steph was voted in as secretary and all were in favor.

Meaghan was voted in as chair and all were in favor.

Sam was voted in as vice chair and all were in favor.

Gabe does not accept the nomination. Sam will assume treasurer role until a new treasurer is nominated.

V.

Reimbursement Requests

-Elder Affairs

Reimbursement request was late due to the manager being away on medical leave. We voted and approved the late request. All in favor except for LM opposed. We will make guidelines for when to accept late proposals such as two weeks late and what circumstances.

-Worcester Youth Center

held for more info, documents have not been sent.

Arts Worcester

-All in favor for 50% 50% funding for paper show and studio furniture

VI. Community input survey

Survey will be open mid March before grant reception. This way attendees can participate in the survey.

VII.

Events

Grant reception

Budget? 1200 or less. Not during Art Week. Highlighting projects that WAC has funded in a presentation. Meet and greet with fellows before the event starts. Typically there is not a lot of remarks so there is mostly networking and mingling. 100-150 people in and out. Sam will forward us the info from last year. Technocopia is a potential venue. Stephanie is not available at the end of March. Beginning of April might be better.

Social Media and PR

Lisa is working on making a calendar of WAC funded events for 2019. Will be added to the shared WAC calendar

Yasmin is looking at other events going on in the city and adding those to the marketing calendar-pulling from all sorts of events-family friendly and adult

Excited to support the fellows with PR

Will be in charge of WAC calendar from now on.

Strategic Planning Committee has not met yet.

VIII.

Grant Guidelines FY20

best way to share things is via email and we will discuss in person.

Yasmin has worked on Do's and Don'ts and will send it out tonight.

Stephanie worked on grant resource packet list

-how to build a successful budget



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- how to compile a strong application
  - sample applications
  - sample budget
  - list of common terms
  - list of important dates
  - FAQ's
  - Checklist of required documentation

Tom sent out community survey information during the meeting. Info is confidential.

Deadline for new guidelines is March 1st.

#### IX. MMD 2019

Sam went to a parks department meeting and based on that we are going to narrow the focus to:

Common, Elm, East

The process has changed and there is a fee charged and staffing required.

We can still use other spaces that are private and not city parks.

Outreach will be direct and inclusive. Reach out to small business, and involve areas of the city that feel unconnected.

Benefit at Ralph's on Cinco De Mayo for MMD

MYSTERY BAND!

Get WoMag involved

Gabe and Amanda will meet about the benefit.

Meaghan will work on the website and do whatever is needed. Meaghan will put together a sponsor packet

Gabe will do community outreach

Stephanie will do sponsor outreach.

Lisa is happy to help wherever needed.

Two interns working about 10-20 hours a week.

We have \$6000 for the event. We need 8k or 9k due to new fees and expenses. Fundraising is necessary.

Business cards with reservation codes for bands and businesses.

Volunteers help man the parks. Make America worked out well last year.

Have Scott Boilard design the tee shirt?

Email Sam and Meaghan with any questions about MMD.

Are we allowed to have a raffle during the event?

**MONTHLY MEETING ADJOURN AT 8:18 PM**