Meeting Minutes

February 14, 2019 06:21 PM

Type of Meeting: Monthly Meeting – February

Facilitator: Samantha Fiakofi

Note Taker: Amanda Kidd Schall

Attendees: Meaghan Hardy-Lavoie, Samantha Fiakofi, Lisa Malo, Amanda Kidd Schall, Stephanie Mireku, Yasmin Goris

Late: Thomas Conroy

Agenda topics

Approval of Minutes

Conclusion

Amanda will change January to January. Stephanie motions to approve and Meaghan seconded.

Treasurer Report

Conclusion

Budget report is held.

Grant Reimbursement Requests

<table>
<thead>
<tr>
<th>APP#</th>
<th>Individual / Organization</th>
<th>Amount</th>
<th>Decision</th>
<th>Status</th>
<th>Notes</th>
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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.

Art 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
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?
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