# MEETING MINUTES

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

<table>
<thead>
<tr>
<th>TYPE OF MEETING</th>
<th>Monthly Meeting – October</th>
</tr>
</thead>
<tbody>
<tr>
<td>FACILITATOR</td>
<td>Samantha Fiakofi</td>
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<tr>
<td>NOTE TAKER</td>
<td>Stephanie Mireku</td>
</tr>
<tr>
<td>ATTENDEES</td>
<td>Yasmin Goris, Mitchell Perry, Tom Conroy, Lisa Malo, Nikki Erskine</td>
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<tr>
<td>LATE</td>
<td>Gabriel Rollins</td>
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<tr>
<td>GUESTS</td>
<td>Gabriel Buonomano</td>
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## 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**

<table>
<thead>
<tr>
<th>APP #</th>
<th>Individual/Organization</th>
<th>Amount</th>
<th>Decision</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>WCLOC Theater/Eric Butler</td>
<td>$2856.35</td>
<td>Approved</td>
<td>Final</td>
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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