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

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

<table>
<thead>
<tr>
<th>APP #</th>
<th>Grantee</th>
<th>Amount</th>
<th>Decision</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>WAC-63</td>
<td>Ferlay Jean-Baptiste</td>
<td>$1,000</td>
<td>Approved</td>
<td>Final</td>
<td>Fellowship</td>
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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