

Montpelier Community Fund Board
Minutes, September 26, 2019
City Council Chambers, City Hall
39 Main Street, Montpelier, VT 05602

At the request of Christine Zachai, Ron Wild called the meeting to order at 4:00 p.m.

Present: Amy Cunningham, Judy Stermer, Michael Sherman, Ron Wild, Christine Zachai

Agenda: Correct date for approval of minutes from December 3, 2018 meeting. Approved

Appoint recorder of minutes and actions: Michael Sherman

Minutes of meeting December 3, 2018: Amy, motion to approve; Judy, second. Approved

Public Comment: None

Board business:

- A. The city council reappointed Michael Sherman to the board.
- B. Board officers: The board re-elected Christine Zachai as chair and Michael Sherman as secretary.

Christine Zachai conducted the remainder of the meeting.

Planning for FY2021 grantmaking cycle

- A. **Application structure and questions:** The board reviewed the application form for FY2020 and agreed to make no substantive changes for FY2021, altering only the dates for deadlines and Jamie Carroll's new email address for submitting applications. The board agreed that it would be useful for board member and applicants to ask Jamie to create and maintain a list of applications as they are received and to send applicants a notice of receipt of their applications. Judy Stermer will discuss this with Jamie.
- B. **Timeline:** City Manager Bill Fraser has requested that the board inform him of a projected amount for total grant awards for FY 2021 in November. Judy suggested charting the total grant awards for the past several years and use the trend to project a total amount for FY21. Christine proposed setting an earlier deadline for submitting application—November 12—and having the board meet November 14 to review the number of applications submitted, the total amount requested, and Judy's trend analysis as the basis for sending to Bill Fraser a projected amount and number of grants for FY2021, which we will refer to as a "bookmark." If the application can be posted by October 1, the new deadline will give applicants 6 weeks to prepare and submit an application, which was the practice for FY2020.

Motion by Ron Wild to approve the application form for FY2021 with revised deadline date and email address for Jamie Carroll; Amy Cunningham, Second. **Passed.**

Judy transmitted the revised application form to Jamie by email with the request to post it by October 1, 2019.

Board members agreed on the need to discuss further reporting requirements, expectations, and deadlines for grantees in the light of the new earlier application deadline.

Board members agreed on the need to meet in August 2020 to prepare for the FY2022 application cycle.

- C. **Outreach:** Judy will send announcements of the posting of the application and deadline information to applicants and grant recipients in prior years, using the spreadsheet she has maintained of organizations, contact persons, and email addresses. She will send press releases to Front Porch Forum, the city web site manager, Montpelier Alive, *The Bridge*, *Times-Argus*, *Washington World*, *VTDigger*, *Common Good Vt.*, and social media.

Future meeting dates:

Thursday, November 14, 2019, 3:00 P.M.—to review list of applications received and total amount requested, trend report, and information to pass to Bill Fraser for budget planning purposes.

Thursday, December 12, 9:00 A.M.—to review grant proposals and recommend grant award amounts.

Adjourned: 5:25 P.M.

Submitted:

Michael Sherman