

Montpelier Community Fund Board
Tuesday, February 28

3 pm - 4pm

Zoom link:

<https://us06web.zoom.us/j/86798467687?pwd=aGFwV3hQYlZuUDZCM242N084bzBidz09>

I. Appoint minutes taker

Christopher volunteered to take minutes. Christopher, Amy, Mairead, Shaina attending. Mary and Sarah attending from the city staff.

II. Approval of Agenda

III. Approval of minutes from October 31

https://docs.google.com/document/d/1iBa_0jQ3yIY85vn4BLDgmrDt79lN86uk6z0MI46gU5I/edit?usp=sharing

Motion to approve the minutes made by Mairead, Amy seconded. Carried unanimously.

IV. Public Comment

V. Status of board vacancy

Dan Groberg is attending the meeting as a potential committee member.

Still seeking at least one more committee member. \$50 stipends per meeting are available.

Question - can we approach people without bringing them to the group first? Amy notes that any citizen can join and so we don't really need to vet them before they apply. That said, it's great to coordinate asks if possible.

VI. FY24 grant round discussion

- a. Updates on budget amount - \$134,150 level funded from last year
- b. Revisit changes to process - Amy reviewed proposal listed below, discussion on needed changes mostly focused on financial reports needed for good decision making.
Agreement that current requirements are sufficient. Amy noted that tech difficulties have been problematic in the last two years, so we made a request of city staff to double check the tech as we near the deadline. Shaina volunteered to edit the current application based on past minutes by March 7th. CKI will do guidelines, Amy will edit FAQ and Website Text by March 10th. No reply-all conversations please, so that we stay within the rules for open meeting law.

Dan will work on updating outreach materials including webinar materials and press release.

Email addy: montpeliervtcommunityfund@gmail.com for questions from the community. Dan and Shaina volunteer to monitor the account this cycle.

- c. Determine schedule and roles - Draft schedule created by Amy was discussed and approved with the option for modifications based on schedules of individual committee members.

Proposed timeline for FY24 MCF

Week of March 13: Application materials (application, guidelines, FAQs) complete and shared with Mary

Week of March 13: Press release and outreach materials complete

Week of March 20: Materials posted on websites, application is open

Press goes out

Weeks of April 3 and April 10 – online grantseeker workshops (2)

Week of May 1 (at least 6 weeks after opening) - application deadline

Mary gets all application materials to MCF board within a week. Board has minimum of 3 weeks to read.

Week of May 29 – MCF board convenes to make funding decisions

Early June- MCF Board presents memo of grant awards to City Council

Late June – City notifies applicants

After August 15- grants are paid

- VII. Other Business - Bill Fraser discussed the Montpelier Public Arts Commission with Amy. They are interested in giving grants to individual artists. Amy will reach out to the Commission to discuss. Dan points out that small commissions up to \$1,500 have been awarded since 2021 but they have no appropriation in the city budget, they have been using carry-over funds from prior years to pay for these.. Dan also notes that there may be potential for collaboration with Montpelier Alive as well, which also gives grants for arts projects. MCF has generally not received apps from individual artists in recent years.

- VIII. Adjournment at 3:55pm