



**Committee Meeting Minutes**  
Tuesday, August 25, 2020  
10:00 a.m., Middletown, CT  
Via WebEx

Grant Review Committee

Present:

Charlotte McCoid

Lee Godburn

Joyce Kirkpatrick

Also Present: Kisha Michael, Staff

Absent: Julia Faraci

1. Call to order – Godburn called the meeting to order at 10:20 a.m.
2. Public session – with no public present, there was no session.
3. Old Business – Staff reported that the FY21 Grant Guidelines were successfully updated and are posted on the city’s website. Grant deadline is September 15, 2020.
4. New Business -
  - a. Staff gave updates on FY20 Grantees due to COVID19 postponements. Discussion ensued.
  - b. MCA Grant Policy Review & Recommendations – Committee reviewed bylaws for grants and will return to next meeting with suggestions for updates to recommend. The committee also discussed the grant interview process and how it is to include youth applicants with sponsor representation. The group discussed the timing of the grant season and ways to promote the grants as soon as the fiscal year opens on July 1 of each year. This will give grantees a head start in planning. Staff explained the current grant cycle and dates while suggesting that these be looked at again to ensure good timing of submitting to the common council for final approval. Other topics of discussion were project completion dates and funding restrictions on award amounts. Further discussion ensued. Conflict of interest regarding commissioners is to be reviewed each year and before each vote or interview of a grantee. The question of commissioner participation through the granting process is of topic. This pertains to procedures for those who have a conflict of interest and sit on a grant panel and/or vote. It was agreed that all topics will be returned to for further discussion at the next meeting of this committee. Any recommendations will be brought to the full commission.
5. Any other business -none
6. Announcements - none
7. Adjournment – The meeting adjourned at 12:42 p.m.

Submitted by,  
Staff, Arts Coordinator