

Montpelier Community Fund Board
Minutes, March 26, 2018
City Hall, City Council Chamber, Montpelier, Vt.

The Montpelier Community Fund Board convened at 1:45 p.m. in the City Council chamber, City Hall, Montpelier, Vermont.

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

Approval of agenda. Michael motion to approve, Amy, second. Approved unanimously.

Public Comment. No comments.

Discussion of:

- **FY2019 grant review process**
- **Reception by City Council of MCF board's report and grant award recommendations**
- **Tasks for coming months preceding FY2020 round of grant applications**

- **Grant Review Process.**

The board agreed to revise the MCF application for several questions. Cristine Zachai agreed to revise the application form based on comments and recommendations from MCF board members as follows:

On page 1 part 1—applicant information section: Add a line following “Amount requested,” to indicate with a checkoff box if request is for support of: (a) general operating expenses; (b) program expenses (defined as ongoing activities or services); or (c) project expenses (defined as a one-time or short-term activity or service).

Question 1. In order to reduce redundancy in response to this question: Divide the question to ask the applicant to a) describe briefly the applicant organization's/individual applicant's purpose or goal and the community need or problem that the applicant will address; and b) describe briefly the applicant's activities, programs, or projects in pursuit of the that purpose or goal for which a MCF grant is requested.

Question 2. No changes proposed.

Question 3. Revise to ask applicant to provide relevant detailed information about the general operating expenses, program, or project for which the applicant is requesting MCF funding. (Delete the final sentence of Question 3, which requests budget information for program or project grant; revise question 11. b. to include the word “Program”).

Question 4. No changes proposed.

Question 5. Sections a-c. Clarify the distinction between total numbers (unduplicated count) of individuals receiving services or attending programs and volunteers. Make it clear not to include volunteers in this section.

Question 6. Note that there is currently no Question 6 on the application. Renumber questions 7 and following.

Question 7. No changes proposed.

Question 8. Divide this question to have applicants report other sources of support: a) City of Montpelier, etc.; b) individual, corporate, foundation, state or federal government, and other sources of support.

Question 9. No changes proposed.

Question 10. Note that there is currently no Question 10 on the application. Renumber questions 11 and following.

Question 11. Amy Cunningham will send Christine some notes on this question.

Section a. Amy recommended substituting most recently approved profit/loss statement for most recent prior year budget-to-actual revenue and expenditures. Section b. Add “program budget.”

Board members agreed that the current process for reviewing grant applications and preparing a recommendation to the City Council works well. No changes were proposed.

Board members agreed to prepare a document for internal use that describes board procedures, processes, and time lines. This will assure greater continuity of practice as board membership changes in future years.

- **Reception by City Council of MCF board report and recommendations for FY2019.**

Board members agreed that earlier and more substantive communication with the City Manager, Mayor, and Council concerning the anticipated amount of funding available for MCF grants and other relevant information would clarify the parameters for MCF grant award deliberations and recommendations.

Board members agreed to request an appearance at a meeting of the City Council in October to exchange information and any possible questions or concerns.

Ron proposed adding to the MCF calendar a conversation between the Board chair with the City Manager in mid-November to get a preliminary estimate of funds to be allocated to the MCF.

- **Tasks for coming months.**

- Distribution of award checks. Ron will be in contact with the City of Montpelier Financial Office to track distribution and cashing of award checks, and to ask for a print out of this information by October 1.
- MCF web site. Judy will monitor information posted on the MCF page of the City of Montpelier web site and communicate with Jamie Granfield about changes or corrections.
- Documentation. Board members agreed to prepare a document for internal use that describes board procedures, processes, and time lines. This will assure greater continuity of practice as board membership changes in future years.

- **Next meeting.** Board members agreed to schedule a meeting in May 2018 to review and approve changes in the grant application form and any other revisions. Specific date to be determined.

Adjourn.

Motion to adjourn: Christine, Judy, second. Passed. Adjourned 2:40 p.m.

Submitted,

Michael Sherman, Secretary