



**ACAC Grants Committee  
(Arlington Cultural Council)**

**JANUARY 2021 Minutes**

**7:30 p.m. – 9:00 p.m.**

**Present:**

Nick Castellano, Recording Secretary	p	Emily Reynolds, Corresponding Secretary	p
Andrew Conway, Treasurer	p	Scott Samenfeld, Publicity Coordinator	p
Susan Larson, Co-Chair	p	Jeff Timperi, Co-Chair	p
Todd Brunel, Guest	g	Mark Halliday, Guest	g

**Remote Participation Following Executive Order on Remote Participation**

**Topic: Zoom Meeting**

**Time: 1/11/21 7:30 PM EST**

**Register in advance for this meeting:**

**<https://us02web.zoom.us/meeting/register/tZlqcOGuqjMpHdLhkYC6VTrg3WvO2YzjQw9Y>**

**MINUTES**

**~Confirm Access, Introduce Remote meeting and Provide Instructions~**

**1. Vote on Approval of Dec 2020 Meeting Minutes**

Nick asked to make 3 grammatical corrections to the December minutes. Emily asked to correct an inaccurate spelling of her last name. Motion carried 6-0-0.

**2. Treasurer Report**

- **Determine admin fund amount for 2021 grant cycle**

Andrew discussed that we had \$17,100 to grant for the 2021 grant cycle. A discussion followed of the potential use of administrative funds during a typical year. Oftentimes the money is used primarily for grant receptions and other expenses. Andrew suggested setting aside \$500 as an amount to set aside for the purpose of a grant reception. Andrew made a motion to retain \$500 for administrative funds, Scott seconded. Motion carries 6-0-0.

**3. Corresponding Secretary Update**

Emily received some communication about interest to the committee including Mark Halliday who is present tonight. Applicants will be speaking with us from 7:00pm – 9:00pm on Wednesday and Thursday of this week.

#### **4. Publicity Update**

No Updates

#### **5. 2021 Cycle Procedure Review**

- **Application reading and scoring**

Susan created an excel spreadsheet with a method of scoring in order to evaluate the grant applications which members have filled out with preliminary evaluations of the grant proposals.

- **Zoom appointment process**

Susan asked the committee to be available starting at 6:30pm. People will go into one main Zoom room and meanwhile the committee will split off into two breakout rooms in order to give people more time to speak to committee members. This process will allow applicants a chance to learn more about the grants and will also give us an opportunity to learn more about their proposals to assist in our evaluation. Emily suggested adding a sheet to the current shared document in order to make sure that notes and answers to questions can be referred to between committee members. Scott emphasized the need to determine the effect and impact of partial funding.

- **Dates to mind**

We will be meeting on Wednesday and Thursday (13 and 14) and MUST vote on February 8<sup>th</sup> in order to make sure that we have the full committee at the meeting to make sure that we are on schedule for sending out denial letters. Denial letters must go out by February 13<sup>th</sup>. Andrew Conway asked about the process of the February meeting for voting and making the process efficient.

#### **6. ACAC Liaison update**

ACAC may have some DEI workshops that the committee may want to join. This led to a discussion of new language to use in recruiting new members of the committee, particularly to increase the diversity of the members of the committee. This discussion was in place of the diversity “Diversity statement on committee member recruitment materials” Agenda item below.

#### **7. Committee personnel**

- **Jeff Timperi’s last meeting**

Jeff said a few last words to the committee since this is his last meeting. Susan expressed the committee’s gratitude for Jeff’s work on the committee for the past six years. Jeff expressed that

he was pleased that 2020 grantees affected by the pandemic will still find a way to make their programs work in 2021.

- **Todd Brunel's Grants Committee membership vote**

The committee briefly discussed Todd's application. Scott motioned to vote Todd into the committee as a member and Susan seconded. The motion passed 6-0-0.

- **Diversity statement on committee member recruitment materials**

## **8. Other Business**

The committee spoke to Mark Halliday about his interest in joining the committee. Mark is a long-time resident of the town and is a filmmaker. The committee answered questions about the work the committee does.

## **9. Adjourn**

Scott made a motion to adjourn, Andrew seconded. Motion passed 6-0-0.

*The meeting was adjourned at 8:46pm.*

*Submitted by Nick Castellano, Recording Secretary*