

Community Foundation of Middlesex County

TO: Grants Committee
FROM: John Boccalatte, Chairman
DATE: May 30, 2017

We will meet on:

Thursday, June 1, 2017
8:30 a.m.
Community Foundation of Middlesex County
Ground Floor Board Room, Middletown

Our tentative agenda includes:

- 1) **Minutes** of the
 - a) November 30 and December 1, 2016 meetings and Voting Record
 - b) February 15, 2017 meeting
- 2) **2017-2018 Competitive Application Cycle**
 - a) Competitive Application changes and updates
 - b) Information Sessions
 - c) October and November meetings – process and time of meeting
- 3) **Overview of Funding Available for the Competitive Cycle**
- 4) **Confirm dates of next meetings**
- 5) **Adjourn**

If for any reason you cannot attend this meeting, please contact **Thayer at 860-347-0025** or email: Thayer@MiddlesexCountyCF.org. Thank you.

Attachments:

Minutes of November 30 and December 1, 2016 (Document B)
Funding Recommendation Record of November 30 and December 1, 2016 (Document C)
Minutes of February 15, 2017 (Document D)

Upcoming Meetings:

Thursday, August 24
Thursday, October 12 and Friday, October 13
Wednesday, November 29 and Thursday, November 30

Community Foundation of Middlesex County
Grants Committee
November 30, 2016
MINUTES

Presiding: John Boccalatte, Chairman
Present: Nancy Fischbach, Sharon Griffin, Wally Jones [ex-officio], Bob Kirkpatrick, Rona Malakoff (2:20pm Departure), Larry Marino, Laura Colebank, Clio Coles, Bill Russell, Sandy Rogers, Sue Sawchuk, Joan Youngs (2:24pm Departure), Cynthia Clegg and Thayer Talbott
Absent: Penny Robiner

Chairman Boccalatte called the meeting to order at 12:06 p.m.

Minutes of the October 13, 2016 meeting were accepted upon a motion by Ms. Fischbach seconded by Ms. Coles. Abstentions: Bill Russell and Wally Jones

Review of 2016 Process and Establish Timeline for Meeting

Mr. Boccalatte discussed the guidelines for the next two days of meetings. The Committee will review applications until 2:30pm today at which time, should there still be funding available and applications under review, the meeting will be adjourned until the following day, December 1, as designated in the Committee's meeting schedule, for final deliberations and funding recommendations. The Committee reviewed the Guidelines for Voting. Available funding for the competitive process is \$120,602. Mr. Boccalatte reminded the Committee that opportunities will be available to discuss applications which are not voted upon or which may be tabled throughout the process.

A motion made by Ms. Rogers, and seconded by Ms. Fischbach, the Committee VOTED to proceed using the Guidelines for Voting as presented.

Review Available to Grant

Ms. Talbott provided an update of the funds available. \$120,602 is available for the competitive process.

President's Discretionary Fund:

Ms. Clegg and Ms. Talbott provided an update of the grants awarded through the President's Discretionary Fund to date. Mr. Boccalatte reminded the Committee this Fund was established by an anonymous donor to respond to emergencies and special grant making needs which may fall outside of the Community Foundation's usual competitive grant making processes. Ms. Clegg explained that other donors have taken advantage of this Fund to support such emergencies and funding of the President's Discretionary Fund is not solely provided through the distribution from the Grants Committee.

A motion made by Ms. Fischbach to transfer \$2,000 of unrestricted funding to the President's Discretionary Fund. Ms. Sawchuk seconded the motion which was approved unanimously by the Committee.

Due Diligence Review:

Ms. Talbott noted that twenty (20) IRS Form 990 were requested and submitted by applicants on time. Victory Tabernacle was asked for their full operating budget. This request was refused. All applicants are in good standing and there are no issues which the Committee should consider when reviewing specific applications.

Review and Discuss 2016 Competitive Grant Proposals

- The Committee voted, on motion, to fully fund nine (9) applications with scores between 1.2 and 1.79. Abstention votes: Mr. Russell for Green Street Teaching and Learning Center.
- The Committee voted, on motion, to set aside five (5) applications with scores of 3.07 and above to refuse funding. The Committee agreed to table the application of A Place for Us for discussion.
- Mr. Boccalatte led the review of the remaining applications with an average committee score of 1.8 or greater, stating each applicant and program, with time for comments and discussion.

- Thirty-nine (39) applications were approved on motions for funding and seven (7) applications were denied funding as stated below and on the attached voting record. Abstention votes are noted where necessary.

Record of Motions and Recommendations:**Applications between 1.29 and 1.79:**

A motion made by Mr. Boccalatte to approve for full funding all applications in the scoring block of 1.29 to 1.93. Mr. Boccalatte agreed to amend his motion.

A motion made by Mr. Boccalatte and seconded by Ms. Sawchuk to approve for full funding applications which scored from 1.20 to 1.79 as they have been presented. Approved: Yes 13 No 0 Abstentions: Bill Russell, Green Street Teaching and Learning Center.

Applications between 3.07 and 3.54:

A motion made by Mr. Kirkpatrick and seconded by Ms. Sawchuk to deny funding for applications which are scored from 3.07 to 3.54 Approved: Yes 13 No 0 Abstentions: John Boccalatte, CDE Cooperative Nursery, Wally Jones, Haddam-Killingworth Youth Football Association.

Discussion ensued regarding the application for A Place for Us. The Committee agreed to review this application again.

A motion made by Ms. Fischbach and seconded by Ms. Sawchuk to reconsider the application for A Place for Us. Approved: Yes:12 No 0 Abstentions: Wally Jones, A Place for Us

Lawrence School

A motion made by Ms. Sawchuk and seconded by Ms. Fischbach to approve the application in that amount of \$1,470. Approved: Yes 13 No 0 Abstentions: John Boccalatte

Simply Sharing

A motion made by Ms. Coles and seconded by Ms. Malakoff to approve the application in the amount of \$2,500. Approved: Yes 13 No 0 Abstentions: None

Victim Rights Center of Connecticut

A motion made by Ms. Fischbach and seconded by Ms. Coles to approve the application in the amount of \$5,000. Approved: Yes 12 No 1 Abstentions: None

Salt Marsh Opera

A motion made by Ms. Fischbach and seconded by Ms. Rogers to approve the application in the amount of \$3,000. Approved: Yes 13 No 0 Abstentions: None

Connecticut Science Center, Inc.

A motion made by Ms. Coles and seconded by Ms. Colebank to approve the application in the amount of \$3,710. Approved: Yes 12 No 1 Abstentions: None

Business Industry Foundation of Middlesex County

A motion made by Mr. Kirkpatrick and seconded by Ms. Coles to approve the application in the amount of \$1,000. Approved: Yes 2 No 10 Abstentions: Sharon Griffin Motion did not pass.

Discussion ensued regarding the positive experience of working with these interns. This is a joint effort with the city and private industry. The number of youth involved has increased 5-10 every year.

A motion made by Ms. Sawchuk and seconded by Mr. Marino to approve the application in the amount of \$5,000. Approved: Yes 8 No 4 Abstentions: Sharon Griffin

Covenant to Care for Children, Inc.

A motion made by Ms. Fischbach and seconded by Ms. Sawchuk to approve the application in the amount of \$3,000. Approved: Yes 12 No 1 Abstentions: None

Essex Library Association

A motion made by Ms. Fischbach and seconded by Ms. Sawchuk to approve the application in the amount of \$1,000. Approved: Yes 12 No 1 Abstentions: None

Bikes for Kids, Inc.

A motion made by Ms. Fischbach and seconded by Ms. Rogers to approve the application in the amount of \$2,220. Approved: Yes 12 No 1 Abstentions: None

Luther Ridge at Middletown, Inc.

A motion made by Ms. Fischbach and seconded by Ms. Malakoff to approve the application in the amount of \$3,000. Approved: Yes 13 No 0 Abstentions: None

ARTFARM, Inc.

A motion made by Ms. Malakoff and seconded by Ms. Youngs to approve the application in the amount of \$3,500. Discussion ensued. Timing to complete this project may be an issue. Ms. Malakoff and Ms. Youngs agreed to withdraw their motions until more information is obtained regarding this application. The Committee agreed to table the application.

Brainerd Memorial Library

A motion made by Ms. Coles and seconded by Ms. Fischbach to approve the application in the amount of \$1,000. Approved: Yes 11 No 2 Abstentions: None

Connecticut Humanities

A motion made by Ms. Sawchuk and seconded by Ms. Fischbach to approve the application in the amount of \$2,500.

Discussion ensued. An amendment was presented.

A motion made by Ms. Sawchuk and seconded by Ms. Rogers to amend the motion to approve funding in the amount of \$2,500 for the purchase of books. Approved: Yes 10 No 3 Abstentions: None

Goodspeed Opera House Foundation, Inc.

A motion made by Mr. Marino and seconded by Mr. Russell to approve the application in the amount of \$3,000. Approved: Yes 4 No 9 Abstentions: None

A motion made by Mr. Jones and seconded by Ms. Rogers to approve the application in the amount of \$1,450. Approved: Yes 5 No 8 Abstentions: None. Motion did not carry.

Connecticut Forest & Park Association

A motion made by Ms. Fischbach and seconded by Ms. Malakoff to approve the application in the amount of \$5,000. Motion withdrawn. Discussion ensued regarding funding level. The Committee suggested information and findings should be shared with the public.

A motion made by Ms. Fischbach and seconded by Ms. Malakoff to approve the application in the amount of \$3,500. Approved: Yes 11 No 2 Abstentions: None

Middlesex Community College Foundation

A motion made by Ms. Fischbach and seconded by Mr. Boccalatte to approve the application in the amount of \$1,189 for the laptop. Approved: Yes 13 No 0 Abstentions: None

Women & Families Center

A motion made by Ms. Fischbach and seconded by Ms. Coles to approve the application in the amount of \$5,000, with the restriction that \$3,909 will be used for rent and the remainder used at their discretion. Approved: Yes 11 No 2 Abstentions: None

Vista Life Innovations

A motion made by Ms. Coles and seconded by Ms. Fischbach to approve the application in the amount of \$3,300. Approved: Yes 12 No 1 Abstentions: None

Middletown High School

A motion made by Ms. Sawchuk and seconded by Ms. Colebank to approve the application in the amount of \$2,500. Approved: Yes 12 No 0 Abstentions: None (Ms. Youngs stepped out of the meeting).

Greater Middletown Chorale

A motion made by Ms. Fischbach and seconded by Ms. Sawchuk to approve the application in the amount of \$3,000. Approved: Yes 10 No 1 Abstentions: Bob Kirkpatrick (Ms. Youngs stepped out of the meeting).

Community Music School

A motion made by Ms. Fischbach and seconded by Ms. Rogers to approve the application in the amount of \$3,000. Approved: Yes 9 No 2 Abstentions: None (Ms. Youngs and Ms. Malakoff left the meeting).

CT Radio Information System

A motion made by Ms. Fischbach and seconded by Ms. Sawchuk to approve the application in the amount of \$1,000. Approved: Yes 11 No 0 Abstentions: None

Bushy Hill Nature Center

A motion made by Ms. Sawchuk and seconded by Ms. Colebank to approve the application in the amount of \$3,000. Approved: Yes 11 No 0 Abstentions: None

New Haven Symphony Orchestra, Inc.

A motion made by Ms. Rogers and seconded by Ms. Fischbach to approve the application in the amount of \$1,500. Approved: Yes 8 No 3 Abstentions: None

Child and Family Agency of Southeastern Connecticut

A motion made by Ms. Rogers and seconded by Ms. Colebank to approve the application in the amount of \$2,500. Approved: Yes 8 No 3 Abstentions: None

Middlesex Habitat for Humanity of CT

A motion made by Ms. Fischbach and seconded by Ms. Sawchuk to approve the application in the amount of \$2,500. Discussion ensued regarding additional funding. The motion was amended.

A motion made by Ms. Fischbach and seconded by Ms. Sawchuk to approve the application in the amount of \$3,500. Approved: Yes 10 No 0 Abstentions: Sharon Griffin

Mr. Bocalatte noted the time. The Committee agreed to an agenda when the meeting resumed the following day, December 1, 2016 at 12:00pm.

The meeting was adjourned at 2:36pm.

December 1, 2016

Presiding: John Boccalatte, Chairman

Present: Nancy Fischbach, Sharon Griffin, Wally Jones [ex-officio], Bob Kirkpatrick, Rona Malakoff, Sandy Rogers, Sue Sawchuk, Penny Robiner, Joan Youngs, Clio Coles, Larry Marino, Bill Russell, Cynthia Clegg and Thayer Talbott

Absent: None

Mr. Boccalatte called the meeting back in session at 12:08 p.m.

Ms. Talbott discussed the analysis of funds still available for recommendation. There is the possibility of additional monies from a grant making partner may be received, but at this time a conservative approach is being taken. If the contribution is received, staff will review the funding recommendations made by the Committee and the considerations of the donor for use of the monies. The Committee agreed to consider it during this meeting. The Committee suggested more information and discussion from staff would be useful earlier in the review process. This change will be made in the next cycle, including the re-implementation of the "staff" recommendation column on the application review documents. Mr. Boccalatte and staff presented further information regarding the Art Farm application.

A motion made by Ms. Fischbach and seconded by Ms. Malakoff to approve the application in the amount of \$3,500.

Discussion ensued regarding the experience and background of the facilitator leading the panels and forums. Ms. Fischbach agreed to amend her motion.

A motion made by Ms. Fischbach and seconded by Ms. Malakoff to amend the motion to fund Art Farm in the amount of \$2,000. Approved: Yes 9 No 5 Abstentions: None

It was suggested that a letter be included with the grant funding offering the advisory services of the Community Foundation if needed.

Middletown Public Schools

Upon a motion made by Ms. Fischbach to fund in the amount of \$2,000. No second. The motion was withdrawn. Discussion ensued regarding items to fund.

Upon a motion made by Ms. Sawchuk and seconded by Ms. Fischbach to fund the application in the amount of \$1,000 for the CD training materials. Approved: Yes 14 No 0 Abstentions: None

Adelbrook Behavioral & Development Services

Upon a motion made by Ms. Coles and seconded by Mr. Kirkpatrick to approve the application in the amount of \$1,000. Approved: Yes 11 No 2 Abstentions: Larry Marino

Killingworth Library Association

Upon a motion made by Ms. Fischbach and seconded by Sue Sawchuk to deny funding to this application (\$0). Approved: Yes 13 No 0 Abstentions: Wally Jones

Friends of Chester Public Library

Upon a motion made by Ms. Fischbach and seconded by Ms. Sawchuk to approve the application in the amount of \$3,200. Approved: Yes 12 No 2 Abstentions: None

Keigwin Middle School

Upon a motion made by Ms. Griffin and seconded by Ms. Sawchuk to approve the application in the amount of \$2,750. Approved: Yes 11 No 3 Abstentions: None

Wesleyan/Middletown Public Schools Collaborative

Upon a motion made by Ms. Fischbach and seconded by Ms. Youngs to approve the application in the amount of \$3,000. Approved: Yes 5 No 9 Abstentions: None. The motion did not carry.

Upon a motion made by Ms. Robiner and seconded by Ms. Sawchuk to approve the application in the amount of \$2,000 as presented. Approved: Yes 6 No 8 Abstentions: None. The motion did not carry.

Upon a motion made by Ms. Sawchuk and seconded by Ms. Fischbach to approve the application in the amount of \$1,000. Application is denied.

Essex Historical Society

Upon a motion made by Ms. Rogers and seconded by Ms. Fischbach to approve the application in the amount of \$1,950. Approved: Yes 9 No 4 (Mr. Kirkpatrick was not present for vote) Abstentions: 0

Middlesex County Coalition on Housing & Homelessness

Upon a motion made by Ms. Fischbach and seconded by Ms. Malakoff to approve the application in the amount of \$2,500. Approved: Yes 0 No 13 (Mr. Kirkpatrick was not present for vote.) Abstentions: Sharon Griffin

Henry Carter Hull Library

Upon a motion made by Ms. Fischbach and seconded by Ms. Colebrook to approve the application in the amount of \$4,882. Discussion ensued. Ms. Fischbach agreed to amend her motion.

A motion made by Ms. Fischbach and seconded by Ms. Colebank to approve the application in the amount of \$3,000. Approved: Yes 12 No 1 Abstentions: None (Mr. Kirkpatrick not present for vote.)

Connecticut Sports Foundation Against Cancer, Inc.

Upon a motion made by Ms. Fischbach and seconded by Mr. Marino to approve the application in the amount of \$1,500 to be used for down county clients. Approved: Yes 12 No 2 Abstentions: None

Futures Inc.

Upon a motion made by Ms. Fischbach and seconded by Ms. Sawchuk to approve the application in the amount of \$2,000 for kitchen small wares and equipment. Approved: Yes 10 No 4 Abstentions: None

Haddam Historical Society

Upon a motion made by Ms. Fischbach and seconded by Ms. Rogers to approve the application in the amount of \$1,000 for printing. Discussion ensued. Ms. Fischbach agreed to amend her motion.

Upon a motion made by Ms. Fischbach and seconded by Ms. Rogers to approve the application in the amount of \$1,000 for printing of brochures. Approved: Yes 12 No 2 Abstentions: None

Town of Killingworth

A motion made by Mr. Marino and seconded by Mr. Kirkpatrick to deny funding to this application (\$0). Approved: Yes 13 No 1 Abstentions: None

Junior Achievement of SW New England

A motion made by Mr. Kirkpatrick and seconded by Ms. Coles to deny funding to this application (\$0). Approved: Yes 11 No 3 Abstentions: None

Mosaic in Connecticut

Upon a motion made by Ms. Rogers and seconded by Mr. Kirkpatrick to deny funding to this application (\$0). Approved: Yes 8 No 6 Abstentions: None

St. Luke's Community Services

A motion made by Mr. Jones and seconded by Mr. Kirkpatrick to fund the application in the amount of \$1,000. Discussion ensued.

A motion was made by Mr. Jones and seconded by Ms. Sawchuk to amend the motion to fund the application in the amount of \$1,000 for programs offered down county. Approved: Yes 11 No 1 Abstentions: John Boccalatte, Joan Youngs

Shoreline Arts Alliance

A motion made by Ms. Fischbach and seconded by Mr. Boccalatte to fund the application in the amount of \$1,000. Approved: Yes 13 No 0 (Ms. Griffin was not present for vote.) Abstentions: None

I-Park Foundation, Inc.

A motion made by Ms. Fischbach and seconded by Ms. Coles to fund the application in the amount of \$2,050 to support an artist within the county. Approved: Yes 6 No 7 (Ms. Youngs was not present for vote) Abstentions: None. Mr. Boccalatte, as chairman withdrew his vote.

Discussion ensued. Upon a motion made by Mr. Jones and seconded by Ms. Colebank to fund the application in the amount of \$1,000 to support an artist within the county. Approved: Yes 13 No 1 Abstentions: None

Pay Forward Inc.

A motion made by Mr. Kirkpatrick and seconded by Ms. Fischbach to fund the application in the amount of \$3,635. Approved: Yes 13 No 1 Abstentions: None

A Place for Us

A motion made by Ms. Fischbach and seconded by Ms. Coles to fund the application in the amount of funds remaining for their advertising needs.

Ms. Fischbach agreed to withdraw her motion. Discussion ensued.

A motion made by Ms. Coles and seconded by Ms. Colebank to fund the application in the amount of \$1,800. Approved: Yes 12 No 1 Abstentions: Wally Jones

Upon a motion made by Ms. Sawchuk and seconded by Ms. Fischbach the Grants Committee unanimously VOTED to authorize staff to review the voting record, the funding recommendations, and any available funds, ensure accurate accounting, and make any necessary funding corrections or allocations should additional monies be received or errors are found. Furthermore, staff is authorized to work with individual donors and donor advised funds to supplement funding of applications approved or fund those applications which were under consideration but funding was not available. The motion passed unanimously.

Upon a motion made by Ms. Fischbach and seconded by Ms. Sawchuk the Grants Committee unanimously VOTED to authorize the Chairman, Ms. Talbott, and Ms. Clegg to distribute funds which may be received in the next two weeks as necessary.

Adjourn: There being no further business the meeting was adjourned at 2:42p.m.

Respectfully submitted,

Kelley Frazier

CFMC Grants Committee - 2016 VOTING RECORD
November 30 and December 1, 2016

C-1

Org ID-App. #	Organization	Focus Area	2nd Focus Area	Amount Request'd	ABSTENTIONS & RESTRICTIONS	Y-N-A	Amount Recomm'd
4124-20160129	Warm the Children	Human Services	No Program Area	\$2,000		13-0-0	\$2,000
345-20160081	Green Street Teaching and Learning Center	Education	Arts	\$3,000	Bill Russell Abstain	12-0-1	\$3,000
2901-20160122	Essex Winter Series	Arts	Education	\$3,000		13-0-0	\$3,000
199-20160120	Literacy Volunteers of Central CT, Inc.	Education	None	\$2,000		13-0-0	\$2,000
3436-20160141	Columbus House, Inc	Human Services	None	\$3,000		13-0-0	\$3,000
270-20160094	Community Health Center-New Horizons	Human Services	None	\$5,000		13-0-0	\$5,000
205-20160088	MARC Community Resources	Human Services	Education	\$3,000		13-0-0	\$3,000
2844-20160105	Kids of Chatham Organization, Inc.	Education	Arts	\$744		13-0-0	\$744
336-20160116	Valley Shore YMCA	Education	None	\$2,500		13-0-0	\$2,500
197-20160140	Lawrence School	Environment	Education	\$1,470	John Boccalatte Abstain	12-0-1	\$1,470
5171-20160097	Simply Sharing, Inc.	Human Services	None	\$5,000		13-0-0	\$2,500
5831-20160115	Victim Rights Center of Connecticut, Inc.	Human Services	Women & Girls	\$5,000		12-1-0	\$5,000
2049-20160114	Salt Marsh Opera	Arts	Education	\$5,000		13-0-0	\$3,000
5166-20160092	Connecticut Science Center, Inc.	Education	None	\$3,710		12-1-0	\$3,710
3598-20160146	Business Industry Foundation of Middlesex County	Human Services	None	\$5,000	Sharon Griffin Abstained	8-4-1	\$5,000
727-20160112	Covenant to Care for Children, Inc.	Human Services	None	\$3,000		12-1-0	\$3,000
147-20160075	Essex Library Association	Education	None	\$1,000		12-1-0	\$1,000
5925-20160076	Bikes for Kids, Inc.	Human Services	None	\$2,220		12-1-0	\$2,220
5173-20160143	Luther Ridge at Middletown, Inc.	Human Services	None	\$3,000		13-0-0	\$3,000

CFMC Grants Committee - 2016 VOTING RECORD
November 30 and December 1, 2016

C-2

Org ID-App. #	Organization	Focus Area	2nd Focus Area	Amount Request'd	ABSTENTIONS & RESTRICTIONS	Y-N-A	Amount Recomm'd
1903-20160136	ARTFARM, Inc.	Arts	Education	\$3,500	Recommendation: CF assist in identifying experienced facilitator for panel discussions	9-5-0	\$2,000
33-20160113	Brainerd Memorial Library	Education	None	\$1,000		11-2-0	\$1,000
73-20160089	Connecticut Humanities	Education	Arts	\$5,000	Restriction: to purchase books and program materials	10-3-0	\$2,500
711-20160100	Goodspeed Opera House Foundation, Inc.	Education	Arts	\$3,000		4-9-0	\$0
84-20160118	CT Forest & Park Association	Environment	Education	\$5,000		11-2-0	\$3,500
220-20160085	Middlesex Community College Foundation	Human Services	Education	\$3,189	Restriction: to purchase the laptop computer	13-0-0	\$1,189
357-20160084	Women & Families Center	Human Services	None	\$5,000	Restriction: funding to be used primarily for rent to maintain physical presence on Main Street, Middletown	11-2-0	\$5,000
339-20160077	Vista Life Innovations	Arts	Human Services	\$3,300		12-1-0	\$3,300
250-20160139	Middletown High School	Education	No Program Area	\$5,000	(Joan Youngs left the meeting)	12-0-0	\$2,500
159-20160098	Greater Middletown Chorale	Arts	None	\$5,000	Bob Kirkpatrick Abstained	10-0-1	\$3,000
45-20160109	Community Music School	Arts	Education	\$3,000	(Rona Malakoff left the meeting)	9-2-0	\$3,000
765-20160090	CT Radio Information System	Human Services	None	\$1,000		11-0-0	\$1,000
35-20160131	Bushy Hill Nature Center	Education	Environment	\$5,000		11-0-0	\$3,000
5170-20160093	New Haven Symphony Orchestra, Inc.	Arts	Education	\$1,500		8-3-0	\$1,500
89-20160135	Child & Family Agency Southeastern Connecticut	Human Services	None	\$5,000		8-3-0	\$2,500
273-20160144	Middlesex Habitat for Humanity of CT	Human Services	None	\$5,000	Sharon Griffin Abstained	9-0-1	\$3,500
250-20160138	Middletown Public Schools	Education	None	\$3,207	Restriction: Funds to be used for CD training materials only	14-0-0	\$1,000
47-20160124	Adelbrook Behavioral & Development Services	Education	None	\$4,410	Larry Marino Abstain	11-2-1	\$1,000

CFMC Grants Committee - 2016 VOTING RECORD
November 30 and December 1, 2016

Org ID-App. #	Organization	Focus Area	2nd Focus Area	Amount Request'd	ABSTENTIONS & RESTRICTIONS	Y-N-A	Amount Recomm'd
192-20160104	Killingworth Library Association	Education	None	\$2,000	Wally Jones Abstain	0-13-1	\$0
1410-20160080	Friends of Chester Public Library	Education	None	\$3,200		12-2-0	\$3,200
250-20160142	Keigwin Middle School	Education	No Program Area	\$5,250		11-3-0	\$2,750
344-20160128	Wesleyan/Mdtn. Public Schools Collaborative	Education	None	\$3,000		5-9-0	\$0
149-20160119	Essex Historical Society	Enhancement	Education	\$1,950	Bob Kirkpatrick stepped out of the meeting	9-4-0	\$1,950
238-20160107	Middlesex County Coalition on Housing & Homelessness	Human Services	None	\$3,500	Sharon Griffin Abstained; Bob Kirkpatrick stepped out of the meeting	0-12-1	\$0
173-20160096	Henry Carter Hull Library	Arts	Education	\$4,882	Bob Kirkpatrick stepped out of the meeting	12-1-0	\$3,000
3213-20160091	Connecticut Sports Foundation Against Cancer, Inc.	Human Services	None	\$5,000	Restrictions: Funding for down county clients only	12-2-0	\$1,500
5942-20160125	Futures Inc.	Human Services	Education	\$4,611	Restrictions: Funding for kitchen small wares and equipment only	10-4-0	\$2,000
165-20160123	Haddam Historical Society	Enhancement	Environment	\$2,106	Restrictions: printing of brochure only	12-2-0	\$500
1465-20160079	Town of Killingworth	Enhancement	Education	\$2,300		1-13-0	\$0
1025-20160108	Junior Achievement of SW New England	Education	None	\$3,200		3-11-0	\$0
20-20160101	Mosaic in Connecticut	Human Services	None	\$2,500		6-8-0	\$0
178-20160067	St. Luke's Community Services	Human Services	Education	\$2,500	John Boccalatte, Joan Youngs Abstained // Restrictions: fund programs down county only	11-1-2	\$1,000
328-20160111	Shoreline Arts Alliance	Arts	None	\$1,000	Sharon Griffin stepped out of the meeting	13-0-0	\$1,000
4935-20160086	I-Park Foundation, Inc.	Arts	Education	\$2,050		13-1-0	\$1,000
5926-20160083	Pay Forward, Inc.	Human Services	None	\$3,635		13-1-0	\$3,635
5945-20160132	Victory Christian Tabernacle, Inc.	Education	None	\$5,000		0-13-0	\$0

CFMC Grants Committee - 2016 VOTING RECORD
November 30 and December 1, 2016

Org ID-App. #	Organization	Focus Area	2nd Focus Area	Amount Request'd	ABSTENTIONS & RESTRICTIONS	Y-N-A	Amount Recmn'd
5887-20160066	Muscular Dystrophy Association (Connecticut)	Human Services	None	\$2,500		0-13-0	\$0
4242-20160102	The Children's Tree Montessori School	Education	Environment	\$3,000		0-13-0	\$0
1406-20160082	CDE Cooperative Nursery School	Education	Arts	\$2,500	John Boccalatte Abstain	0-12-1	\$0
5944-20160127	Haddam-Killingworth Youth Football Association	Education	Boys & Young Men	\$2,050	Wally Jones Abstain	0-13-0	\$0
5943-20160126	A Place For Us	Human Services	Education	\$3,175	Wally Jones Abstain	12-1-1	\$1,800

**Community Foundation of Middlesex County
Grants Committee
Downstairs Conference Room – Middletown, CT
February 15, 2017
Minutes**

Presiding: John Boccalatte, Chairman
Present: Laura Colebank, Rona Malakoff, Penny Robiner, Paula McHale, Kristin Carl, Cynthia Clegg and Thayer Talbott

Guest: None

Absent: Clio Coles, Sharon Griffin, Wally Jones, Bob Kirkpatrick, Sandy Rogers, Bill Russell, Sue Sawchuk, Joan Youngs

Mr. Boccalatte called the meeting to order at 8:42AM.

1. Introduction of New CFMC Staff

Mr. Boccalatte introduced Paula McHale, Director of Finance, and Kristin Carl, Communications Coordinator.

2. Review of How to Use the Board/Committee Portal

No review was needed. Contact Thayer with questions.

3. Minutes

Minutes of the November 30, 2016 and December 1, 2016 meetings and the Voting Record were tabled until the next meeting.

4. Review and Discussion: 2016-2017 Competitive Grants Cycle

Mr. Boccalatte opened discussion regarding the Grants Cycle. The process was intense and very important. Newer members agreed that the discussion and deliberation process would benefit from the knowledge of the members and staff. The Committee agreed it is important to have this information as part of the review process sooner, rather than during the final recommendations in November and December. The Committee agreed the two days scheduled in October would be better used for discussion of the applications and applicants, particularly with information from staff. It was suggested that the first day have verbal conversation and to utilize staff input. It may be beneficial to have staff score the applications as well, though staff scores would not be incorporated into the overall voting averages used during the final deliberations. The Committee also agreed that requiring the Community Foundation budget form for programs would also benefit the process as the information will be presented consistently in all applications. Ms. Talbott will review templates from other community foundations to determine the best format. Additional suggestions and comments regarding the process should be directed to Mr. Boccalatte.

5. 2017-2018 Competitive Cycle Timeline

The timeline going forward was discussed. Ms. Talbott remarked that three information sessions will be held prior to the cycle opening in mid-July. The Committee is welcome to attend these sessions.

October 12th and 13th will be the review meetings and all members are asked to block out both days for discussion.

Discussions were held regarding having members participate in site visits.

Mr. Boccalatte reviewed the discussion of from the previous year regarding site visits. The Committee was reminded that a “black out” period exists for site visits during the competitive cycle. This applies to organizations applying in the current application process. This period could be used to visit organizations on the required “year off” from the application cycle as well as organizations which have come to the attention of the Community Foundation but chose not to apply during the grant cycle. Mr. Boccalatte explained that staff will develop a more structured statement about the purpose, goals and expectations of site visits. This will help determine how best to schedule the visits and how to communicate organization events which are not formal site visits but would provide opportunities to see grants in action. Mr. Boccalatte reminded the Committee that site visits will be scheduled through staff. Ms. Clegg explained that it would be very helpful if Committee members could review the list of grants awarded and identify those organizations they would like to visit. This information can be sent to Ms. Talbott who will coordinate a site visit.

6. New Business

Ms. Talbott distributed the Confidentiality Policy Form, Conflict of Interest Disclosure Form, and Social Media Policy form; the Committee was reminded that these forms must be reviewed and signed annually by all volunteers.

Ms. Talbot gave an update on Pay it Forward. They were very appreciative of the grant they received. There is a PR information session on February 23rd at the Henry Carter Hull Library in Clinton at 9:30am and at the deKoven House at 9:00am on February 27th. Please attend if available. Organizations which did not receive grant funding are appreciative of getting a phone call and being able to work with Ms. Talbott to improve their application. Middlesex Habitat for Humanity has established an agency fund with the Community Foundation.

If Committee members know of new nonprofits or nonprofits not known to the Community Foundation, please ask them to call Ms. Talbott and introduce themselves.

7. Confirm Dates of Next Meeting

Committee members have conflicts with the meeting scheduled for May. Ms. Talbott will work with Mr. Boccalatte and Ms. Clegg to identify an alternate date.

8. Adjournment

Upon a motion duly made and seconded, the Grants Committee unanimously VOTED to adjourn the meeting at 9:45am.

Respectfully submitted,

Kelley Frazier, Clerk