

## COMMUNITY FOUNDATION OF MIDDLESEX COUNTY

**TO:** **Grants Committee** (Laura Colebank, Clio Coles, Sharon Griffin, Bob Kirkpatrick, Rona Malakoff, Penny Robiner, Sandy Rogers, Bill Russell, Sue Sawchuk, Gary Wallace, Meghan Whelen, Frantz Williams, Joan Youngs, Wally Jones [ex-officio], Cynthia Clegg, Thayer Talbott)

**FROM:** John Boccalatte, Chair

**DATE:** November 22, 2017

We will meet on:

**Wednesday, November 29, 2017**  
And  
**Thursday, November 30, 2017**  
**9:00 a.m.**  
Community Foundation of Middlesex County

Our tentative agenda includes:

1. **Minutes** of the October 12 and October 13, 2017 meeting
  2. **Review 2017 Process and Establish Timeline for the Meeting** J. Boccalatte
  3. **Review Available to Grant** C. Clegg/T. Talbott
  4. **Discussion: Allocation to the President's Discretionary Fund** J. Boccalatte
  5. **Review and Discuss 2017 Competitive Grant Proposals**
  6. **Confirm dates of next meetings**
- \*\* Reminder: The Grants Committee has a second meeting date scheduled: Thursday, November 30, 2017 at 9:00 a.m.**
7. **Adjourn**

If for any reason you can not attend this meeting, please contact **Thayer at 860-347-0025** or email: [Thayer@MiddlesexCountyCF.org](mailto:Thayer@MiddlesexCountyCF.org). Thank you.

Attachments:

*Minutes of October 12 and October 13, 2017 and the Application Follow Up Report of November 3, 2017*

Community Foundation of Middlesex County  
Grants Committee  
October 12, 2017 at 10:00AM  
Minutes

Presiding: John Boccalatte, Chairman

Present: Wally Jones [ex-officio], Gary Wallace, Bob Kirkpatrick, Cynthia Clegg, Laura Colebank, Frantz Williams Meghan Whelen, Rona Malakoff, Clio Coles, Sharon Griffin, Sue Sawchuk, Penny Robiner, Bill Russell and Thayer Talbott

Absent: Sandy Rogers, Joan Youngs

Mr. Boccalatte called the meeting to order at 10:07am. Committee introductions were done.

**I. Minutes of the June 1, 2017**

*Upon a motion made by Sue Sawchuk and seconded by Rona Malakoff the Grants Committee VOTED to approve the Minutes of the June 1, 2017 meeting as written. Abstentions: Bob Kirkpatrick, Bill Russell and Sharon Griffin*

**II. Establish Process and Timeline for Meetings**

Mr. Boccalatte explained that the Governance Committee has compiled a list of questions to evaluate all committees. Due to our timeline, the Grants Committee is exempt from performing the evaluation process until early next year. Mr. Boccalatte reviewed the established process and timeline for the meeting. Tomorrow is an added day for the process to allow for additional questions. The committee was reminded that the purpose of the meeting is to discuss the applications as presented, voice any questions members may have, and identify those pieces of information requiring further inquiry of the applicants.

He stated that based on recommendations and potential funding from other Funds, staff may make attempts to supplement the funding allocated to the competitive process. However, as there is no guarantee of additional funding through the Community Foundation, the Committee should review and score based on the merits of the applications as presented during the process.

Mr. Boccalatte noted that scoring will not be done at this meeting. This will be a review of all applications. Staff will gather information regarding questions that the Committee has and provide it prior to the submission date of scores.

The timeline is as follows:

Follow up reports and scoring forms to committees	Nov 3 @4:00pm
Committee scores due to staff	Nov 13 by Noon
Grants Committee Meeting	Nov 29 @9:00am
Grants Committee Meeting	Nov 30 @ 9:00am

Ms. Talbott explained the subcategories are internal designations and will be helpful for donors and matching where other funding may be available. The decisions that this Committee makes will go to the Board of Directors for final approval. Ms. Talbott and Ms. Clegg will review possible other funding for applicants. Applications may be partially funded.

### **III. Review 2017 Competitive Applications – Discussion and Requests for Further Information**

The committee discussed the applications under review and follow up questions were identified. These questions and responses are included in the attached document.

#### **Adjournment**

The Grants Committee agreed to adjourn until tomorrow, October 13, 2017 at 9:00 AM, at which time they will continue the review process.

*The meeting was adjourned at 12:30pm.*

October 13, 2017 9:00AM

Presiding: John Boccalatte, Chairman  
Present: Gary Wallace, John Boccalatte, Bob Kirkpatrick, Cynthia Clegg, Laura Colebank, Frantz Williams Rona Malakoff, Clio Coles, Sharon Griffin, Sue Sawchuk, Sandy Rogers, Penny Robiner, Meghan Whelen (9:14am Arrival) Bill Russell and Thayer Talbott  
Absent: Joan Youngs

Mr. Boccalatte called the meeting to order at 9:05am.

**I. Review 2017 Competitive Applications – Discussion and Requests for Further Information**

The Committee continued the review process, and the questions and responses are included in the attached follow up report.

**II. Establish Process and Timeline for Meetings**

Ms. Talbott reminded the Committee that score sheets and follow up reports will be emailed. If Committee members fax their scores, please note CFMC has a new fax number and please notify Ms. Talbott if scoring forms are faxed.

Scoring should be done without thinking about categories. Ms. Rodgers is concerned that the applications with the least impact will score poorly.

**III. Confirm Dates of Competitive Process and Next Meetings**

Follow up reports and scoring forms to committees	Nov 3 @4:00pm
Committee scores due to staff	Nov 13 by Noon
Grants Committee Meeting	Nov 29 @9:00am
Grants Committee Meeting	Nov 30 @ 9:00am

**IV. Adjourn**

*The Grants Committee agreed to adjourn at 10:56am.*

Respectfully Submitted,

Kelley Frazier, Clerk