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| MEETING | Grants Allocation Panel  |
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| DATE | October 19, 2015 |
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| LOCATION | City Hall Meeting Room D |
| TIME | 5:00-8:00pm |
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| PRESENT | Jason Blokhuis, Sally Wismer, Kovarthanan Konesavarathan, Molly Kriksic, Paula Russell, Lin Grist, Morris Twist,Alex Goss (City staff), Jennifer Slater (City staff) |
| regrets | None |
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| Item # | Description |

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| 1 | **Welcome & Introductions**Alex welcomed Panel members. |
| 2 | **Grants program background**Alex reviewed the grants program development process and provided an overview of the program. |
| 3 | **Terms of Reference** Alex provided and reviewed the Terms of Reference developed for the Grants Panel. |
| 4 | **Privacy and conflict of interest** Jennifer Slater, Program Manager Information, Privacy and Elections, explained privacy and confidentiality expectations and conflict of interest. |
| 5 | **Grants policy**Alex provided and reviewed the Wellbeing Grants Policy and Procedures. |
| 6 | **Application cover letter, form and guidance sheet** Alex provided a brief overview of the coverletter, form, and guidance sheet.The Panel recognized that there were some technical challenges experienced by a few applicants in regards to the Application Form. Alex will work with the City of Guelph’s IT department to identify a solution prior to the February 2017 panel meeting to prevent future challenges. |
| 7 | **Application assessment and allocations**Sally and Alex provided an overview of the grant application review process. * + 2 copies of each application will be printed for Panel members
	+ Each application will be reviewed by 2 panel members
	+ Reviewing members will present each application to rest of panel
	+ Allocations will be determined as a group
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| 8 | **Year-end reporting**Alex reviewed the grant reporting process for 2106 grants including the reporting deadline of November 30, 2016.Alex will review all reports and provide a summary to the Panel. The Panel will be advised of any concerns and the Panel will discuss the concern and provide direction.Reports will be made available to panelists as requested. |
| 9 | **Timelines and assessment**A secure document sharing site will be available for access by Panel members. As a result, financial statements will not be printed, but will be available electronically.Alex will send login information following the meeting.Decision letters will be mailed to all applicants mid-February 2016. Payments for successful applicants will be prepared and sent by the end of February 2016. |
| 10 | **Election of a Chair and Vice-Chair**Alex called for nominations or volunteers for the position of Chair of the Grants Allocation Panel.Jason Blokhuis volunteered to be Chair. There were no other volunteers and no further nominations were made.Moved by Morris Twist and seconded by Molly Kriksic“THAT Jason Blokhuis be appointed Chair of the Grants Allocation Panel for the current term.”CarriedAlex called for nominations or volunteers for the position of Vice-chair of the Grants Allocation Panel.Paula Russell volunteered to be Vice-chair. There were no other volunteers and no further nominations were made.Moved by Sally Wismer and seconded by Lin Grist“THAT Paula Russell be appointed Vice-chair of the Grants Allocation Panel for the current term.”Carried |
| 11 | **Assign grant applications for review**Two panel members assigned to review each application. |
| 12 | **Potential next meeting dates**The next meeting is Monday, October 31, 2016. |
| 13 | **Adjournment**Moved by Jason Blockhuis “that the meeting be adjourned”Meeting adjourned 7:15PM. |