

MEETING MINUTES



MEETING **Grants Allocation Panel**

DATE November 4, 2019

LOCATION City Hall Meeting Room B

TIME 5:00-8:00pm

PRESENT Aida Valois, Hannah Senitt, Kuusta Laird Barry, Molly Gallant, Molly Kriksic, Morris Twist, Sally Wismer, Shannon McIntyre, Alex Goss (Staff), Jennifer Smith (Guest Presenter), and Stewart McDonough (Guest presenter)

REGRETS

ITEM #	DESCRIPTION
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 reviewed the Terms of Reference developed for the Grants Panel including roles and responsibilities
4	Privacy and conflict of interest Alex provided an explanation of privacy and confidentiality expectations and conflict of interest. Panelists were asked to sign Oaths of Confidentiality.
5	Presentation on Community Plan and Strategic Plan Jennifer Smith and Stewart McDonough presented on local issues raised in consultation and development of the Community Plan and Strategic Plan highlighting the connections to grant panel's work.
6	Timelines and Assessment Alex provided an overview of the grant application review timelines and process. <ul style="list-style-type: none">- 2 copies of each application will be printed for Panel members- Each application will be reviewed by 2 randomly selected panel members- Reviewing members will present each application to rest of panel- Allocations will be determined as a group

	<p>Alex reviewed the grant reporting process for 2019 grants including the reporting deadline of November 30, 2019.</p> <p>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.</p>
7	<p>Selection of a Chair and Vice-Chair Alex called for nominations or volunteers for the position of Chair and Vice-Chair of the Grants Allocation Panel.</p> <p>Kuusta was nominated to be Chair and Molly G. was nominated as Vice-Chair. There were no other volunteers and no further nominations were made.</p> <p>Moved by Molly K and seconded by Sally "THAT Kuusta be appointed Chair and Molly G. be appointed Vice-Chair of the Grants Allocation Panel for the current term."</p> <p style="text-align: center;">Carried</p>
8	<p>Distribution of Grant Applications for Review Two panel members were randomly assigned to review each application.</p>
9	<p>Scheduled Meeting Dates All meetings scheduled were to be kept in the panel's calendars.</p>
10	<p>Adjournment Moved by Kuusta. "that the meeting be adjourned"</p> <p>Meeting adjourned at 7:45PM.</p>