

MEETING MINUTES



MEETING **Grants Allocation Panel**

DATE October 31, 2017

LOCATION City Hall Meeting Room D

TIME 6:00-9:00pm

PRESENT Dunja Lukic, Lin Grist, Michael Strickland, Molly Kriksic, Morris Twist, Rajan Chhatkuli, Sally Wismer, Alex Goss (City staff), Jennifer Slater (City staff), Kim Sommerville (City Staff), and Jade Surgeoner (City Staff)

REGRETS None

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 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, and Kim Sommerville, Information Access Coordinator, explained privacy and confidentiality expectations and conflict of interest.
5	Organization Financials Jade Surgeoner, Manager, Financial Reporting Accounting, explained organizational finances and how to read financial documents provided by applicants.
6	Grants policy Alex provided and reviewed the Wellbeing Grants Policy and Procedures.
7	Application cover letter, form and guidance sheet Alex provided a brief overview of the cover letter, form, and guidance sheet.
8	Application assessment and allocations Alex provided an overview of the grant application review process. - 2 copies of each application will be printed for Panel members

	<ul style="list-style-type: none"> - 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
<p>9</p>	<p>Year-end reporting Alex reviewed the grant reporting process for 2017 grants including the reporting deadline of November 30, 2017.</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.</p> <p>Reports will be made available to panelists as requested.</p>
<p>10</p>	<p>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.</p> <p>Alex will send login information following the meeting.</p> <p>Decision letters will be mailed to all applicants mid-February 2018. Payments for successful applicants will be prepared and sent by the end of February 2018.</p>
<p>11</p>	<p>Selection of a Chair and Vice-Chair Alex called for nominations or volunteers for the position of Chair of the Grants Allocation Panel.</p> <p>Molly was nominated to be Chair. There were no other volunteers and no further nominations were made.</p> <p>Moved by Sally and seconded by Morris "THAT Molly Kriksic be appointed Chair of the Grants Allocation Panel for the current term."</p> <p style="text-align: center;">Carried</p> <p>Alex called for nominations or volunteers for the position of Vice-chair of the Grants Allocation Panel.</p> <p>Lin was nominated to be Vice-chair. There were no other volunteers and no further nominations were made.</p> <p>Moved by Morris and seconded by Molly "THAT Lin Grist be appointed Vice-chair of the Grants Allocation Panel for the current term."</p> <p style="text-align: center;">Carried</p>

12	Assign grant applications for review Two panel members assigned to review each application.
13	Potential next meeting dates The next meeting is Tuesday, November 7, 2017.
14	Adjournment Moved by Molly "that the meeting be adjourned" Meeting adjourned at 9:00PM.