



**ACAC Grants Committee
(Arlington Cultural Council)
November 8, 2021 Minutes
7:30 p.m. – 9:00 p.m.**

Attendance (p=present, x=absent)

| | | | |
|--------------------------------------|---|---|---|
| Todd Brunel | p | Brian McMurray | p |
| Nick Castellano, Recording Secretary | p | Emily Reynolds, Corresponding Secretary | p |
| Andrew Conway, Treasurer | p | Scott Samenfeld, Publicity Coordinator | p |
| Susan Larson, Chair | p | | |

Remote Participation Following Executive Order on Remote Participation

Date and Time: November 8, 2021

Registration in advance for this meeting:

<https://us02web.zoom.us/join/91012021000>

MINUTES

MEETING INTRODUCTION: Susan Larson confirmed that everyone had access, introduced the remote meeting and read the online meeting instructions from the Town.

1. Vote on Approval of October 2021 Meeting Minutes

Voted to approve Emily. Seconded by Brian. Motion passed unanimously.

2. Discussion of 2020 Grantee Table

a. Final Reports

Susan asked everyone to comment on their final report progress and asked everyone to follow up in order to finish out the year. Committee members commented on their progress and updated everyone on their progress.

b. Open items on Grantee Table

No additional items were discussed on the Grantee Table

3. Treasurer report

No additional comments or updates from Andrew.

4. Corresponding Secretary update

Emily has not received any substantive emails during the past month.

5. Publicity update

Scott is trying to pin down dates for our grant interviews in order to determine when an announcement for grantees can be made. After reviewing the calendar it was determined that we will have enough time to postpone this until our voting meeting on December 13th. Scott additionally notified us that there was a new editor at the Arlington Advocate as well.

6. 2022 Cycle

a. Confirm dates, deadlines, procedures, panel book access

Susan confirmed that the panel book was accessible to everyone and that the deadlines and procedures were clear.

b. Applicant meetings procedures (sign ups, zoom link, etc.)

The committee discussed the best way to handle meetings. In prior years a signup genius was used to deal with initial sign ups and zoom links were distributed. A discussion about the best way to handle the zoom meetings took place. Emily will send out the sign-up genius to applicants and Nick will maintain the Main room on December 1st.

c. Scoring spreadsheet edits

There was a discussion about how to keep questions organized when we are doing interviews with grantees. Another page was added to our grantee table by Brian and committee members will track their questions there.

7. Other business

Nick invited members of the committee to join any of the ACAC committees, especially the Finance Committee meeting that will be taking place on November 18th.

8. Adjourn

Motion to adjourn by Andrew and seconded by Scott. Motion passed unanimously.

The meeting was adjourned at 8:39pm.

Submitted by Nick Castellano, Recording Secretary