



2019 APR 29 A 9:00

## Minutes

Clark Avenue Middle School  
January 22, 2019 6:30pm

**Members:** Marlene Jennings, Chair; Dakeya Christmas, Co-Chair; Juliana Borgiani, Treasurer; Angelina McCoy, Carolina Anzola, Sharlene McLean

**Absent:** Sharlene McLean

**Staff:** Bea Cravatta

### **I. Welcome:**

Meeting was called to order by Marlene at 6:40pm.

### **II. Approve Minutes of 11/27/18**

Marlene motioned to approve the minutes, Carolina motioned first to approve, Marlene seconded.

### **III. FY 19 Grant Management-**

Marlene announced that 17 grants were approved for FY19. She asked who would like to manage which grants and explained the grant management protocol. Since there are six members, each member will manage two to three grants. Bea announced that the "Aqui Estamos" grant application withdrew. Marlene read the withdrawal letter from the applicant Stacey Amaral. Bea suggested to respond to the "We Are Here" applicant as she pulled the project because it was partially funded. The \$600 allocation will be returned into the CCC account for next year. Marlene read through each approved grant for members to claim which grants they would like to manage. If we have trouble reaching grantee, reach out to Bea ASAP. All should be contacted by end of January. Media Release forms will be emailed to members to be sent to each grantee. Sharlene to send a sample of an initial email. Applicant Ron Fishman's wrote an email expressing his disappointment that Chelsea Empty Bowls application was denied this year. Members voted to allocate funds to new projects. Marlene announced the Part II of the Chelsea mural project will be completed during the upcoming year.

### **IV. LOC Mural Project:**

Marlene to be in touch with Demetrius Fuller to get a timeline when the mural will be completed. Ribbon cutting for mural was discussed. We would ask city to close off the street and need to plan for a rain date. Marlene to update the owner of the building; and the beauty salon.

### **V. Project Plan 2019**

**Paint Boxes:** Jenna Killman - not finished with the box. Will finish when the weather gets warm. No objections to her finishing. Amy did not start. She will start when weather gets better as well.

**Council TO Do:** Read program guidelines. In FY20 funds will be distributed upfront

Then we need to update our CCC guidelines for the grant

**Credit and Publicity Kit - need to share with grantees**

Council members need to read the guidelines for the publicity grant and instruct the grantees. They have this in the award packet. Submit invoices for all projects that take place before June 30th.

**Next meeting planned for February 26, 2019.**

**Motion to adjourn: 7:32pm**