

# Meeting Minutes

MARCH 10, 2016

5:30 PM

ROOM 401, CITY HALL

<b>TYPE OF MEETING</b>	Monthly Meeting – March
<b>FACILITATOR</b>	Kelly Momberger
<b>NOTE TAKER</b>	Samantha Fiakofi
<b>ATTENDEES</b>	Kelly Momberger, Sara Murphy, Jennifer Carey, Jose Castillo, Hansani Archibald, Samantha Fiakofi, Lindiana Flores (Staff)
<b>GUESTS</b>	

## Agenda topics

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### APPROVAL OF MINUTES – FEBRUARY

JENNIFER CAREY

<b>CONCLUSION</b>	
Jennifer Carey moves to approve minutes. Sara Murphy seconded the motion.	

### TREASURER REPORT

KELLY MOMBERGER

<b>CONCLUSION</b>	
Kelly Momberger moves to table treasurer report. Sara Murphy seconded the motion.	

### GRANT REIMBURSEMENT REQUESTS

KELLY MOMBERGER

<b>REIMBURSEMENTS</b>					
APP#	Individual / Organization	Amount	Decision	Status	Notes
O-425-16	SEVEN HILLS SLAM	1,939.00	Approved		
O-412-16	GREATER WORCESTER OPERA	224.00	Approved		
F-210-16	KING, STEPHEN	5,000	Approved		
F-207-16	WAKABAYASHI, MIHOKO	5,000	Approved		

### GRANT AMENDMENT REQUESTS

KELLY MOMBERGER

<b>REQUESTS</b>	NONE AS OF TODAY				
APP#	Individual / Organization	Request	Decision	Notes	

None

### PENDING DEOBLIGATIONS

<b>REQUESTS</b>					
APP#	Individual / Organization	Request	Decision	Notes	
None					

### OTHER BUSINESS

<b>DISCUSSION</b>	
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#### Treasurer Report

- Kelly and Samantha will meet to go over treasurer duties. Received 4 reimbursement requests: Seven Hills Slam, Greater Worcester, Stephen King and Mihoko Wakabayashi. Kelly approved reimbursement requests.

#### WAC Correspondence

- No correspondence

#### Subcommittee Updates

- Kelly met with Jose and Hansani separately regarding social media.

#### Grantee Reception Planning

- Tentative date for reception is May 12<sup>th</sup> at 5:30. (date for our Thursday monthly meeting)
- Unanimously voted to have grant reception at Birch Tree; Kelly will reach out to confirm date.
- The Hip Swayers were suggested as potential entertainment for reception.
- We will recognize Tina, Paul, Incite, Stephen King, Mihoko Wakabayashi and grantees at reception.
- Jennifer and Hansani will work on our program and invites. Jennifer will send content to Hansani. Hansani will work on the design.
- Hansani suggested that we invite press to the event, Lindiana said Cable Services can cover the event. Lindiana will reach out to Cable Services.
- Lindiana will do the press release.
- The reception is open to friends and family.

#### Major 2016 Events

##### Grant Workshop suggestions

- Locate existing videos, materials etc. that will help applicants with application.
- Post the Grant Workshop PowerPoint online.
- Add a June info/listening session.
- Move meetings from City Hall to local venues.
- Each member should think of 3 local venues by our next monthly meeting.

#### Upcoming Events and Scheduling

- Kelly will send out list of upcoming events with sign up. We should attend as many events as possible.

#### Other

- Worcester Youth Orchestra has not provided paperwork for reimbursement. If paperwork is not submitted, funds may be deobligated.
- Kelly was interviewed by T&G. She spoke about the Worcester Arts Council and that we're currently looking for new members.

#### Business Cards and Nametags

- Hansani brought in 9 business card designs. Design 6 was selected. The council agreed to keep business cards generic without member names. Hansani to order from Vistaprint.
- Kelly presented nametag design from Technicopia, the cost is \$16 per nametag. Kelly likes the idea of supporting a local business. She will ask them to mock up a design similar to the business cards.

MONTHLY MEETING ADJOURN AT 6:51 PM