

City Manager's Office

311 Vernon Street, Roseville, CA 95678 (916) 774-5362

Minutes

City Of Roseville Grants Advisory Commission Tuesday, January 14, 2014 7:00 P.M. Council Chambers 311 Vernon Street

I. Roll Call

Commissioners present: Tina Angell, Morgan Cutter, Susan Duane, Marilyn Eisner

Festersen, Susan Goto, Pam Herman, Jefferson Willoughby

Commissioners absent: Eileen Speaker

Staff present: Vicki Philpott, Bob Schmitt, Kelly Wickline

II. <u>Minutes of Prior Meeting</u>

a. Commissioner Willoughby made a motion to approve the minutes of the November 12, 2013 meeting. The motion was seconded by Commissioner Duane.
(6 ayes, 0 nos), motion passed.

III. Oral Communications

None.

IV. New Business

a. Introduction of Youth Commissioner

The Commission welcomed the new Grants Advisory Youth Commissioner Morgan Cutter. Commissioner Cutter was appointed by the City Council on December 4, 2013 to serve a one year term as Youth Commissioner.

b. Applicant Workshop

Commissioner Goto and Commissioner Herman provided an overview of funds, the timeline of the grant cycle, funding guidelines and a review of the required documents. Total funding available for the 2014/2015 funding cycle is \$237,900 and targeted maximum award is \$15,000.

Geoff Hamilton, President of ZoomGrants, provided an overview and demonstration of the new grant management software system.

Commissioner Goto opened up the meeting for Q&A

Chaplain Terry Morgan (Gold Country Chaplaincy) **Q.** If two grant writers are working on the grant do they need to use the same login? **A**. Yes the same login should be used by both grant writers.

Tom Stanko (Saint Vincent de Paul) **Q.** What kind of items would the grant commissioners like to see uploaded under the Optional Other tab? **A.** It is not required but commissioners would welcome brochures, letters or stories that they'd like to share.

Bud Nobili (Oakmont Aquatic Boosters Group) **Q**. Would a Boosters Club or Group fall under the category of Schools for the group they are serving? **A**. Booster Clubs falls under the Schools category and would be limited to \$2,500 request. **Q**. There are a number of designations as to what the classification of the organization is, where would the Oakmont Aquatic Boosters Group falls under? **A**. The group would fall under schools. **Q**. Who should sign the Assurances and Certifications document? **A**. Executive Officers of the organization should sign the document. **Q**. Does the Boosters Club need to submit a letter of support from the school administration showing support for the program. **A**. The Boosters Club should provide a letter of support from the school to show its support of the program.

Flora Csontos (Placer People of Faith) **Q**. Are applicants able to attend future board meetings? **A**. Yes all board meetings are open to the public.

Public Comment closed

Commissioners gave their final thoughts to the applicants; commissioners reminded applicants to upload the proper document, contact staff if you have questions regarding content of the application, and address all technical questions to ZoomGrants. Geoff Hamilton informed applicants that ZoomGrants does not spellcheck but applicants can turn on spellcheck through their web browser.

V. Reports/Comments/Commission/Staff

Vicki Philpott asked commissioners to keep a hold on their calendars for the second Tuesday in February in case there is a need to meet. Vicki introduced Laura Matteoli to the commissioners; Laura is the new Economic Development Manager and the official staff liaison to the Grants Commission. She will work in tandem with Vicki for the remainder of the 2014/15 funding cycle and will guide the commission through phase 2 of the comprehensive review. Bob Schmitt was also introduced, he is filling in for Tivonna Stern while she's on maternity leave.

Commissioners thanked applicants for the questions and for all the work they do in the community. They look forward to reading through the applications.

VI. Adjournment

Commissioner Herman made a motion to adjourn the meeting at 8:01 p.m. The motion was seconded by Commissioner Eisner Festersen. (6 ayes, 0 nos), motion passed.