**Tinmouth Community Fund meeting minutes**

**November 18, 2020**

**Zoom Meeting due to Covid-19 restrictions**

Present: Committee members Jan Krantz (Chair), Cathy Reynolds (Treasurer), Casey Voigtlaender, Todd Dennis, Nikki Pfeiffer, Asha Carroll, Lisa Patry and Helen Mango (Secretary). Also in attendance: Gail Fallar.

Jan joined the meeting by phone due to technical difficulties.

Jan called the meeting to order at 7:40 p.m.

Jan officially welcomed Lisa to the TCF Board.

Cathy moved the minutes of June 1, 2020. Seconded by Helen. Gail noted one spelling correction to be made. Motion carried.

Jan gave a brief outline of the committee’s calendar: The TCF Board meets in June, November, and twice in February/early March (the first of these two meetings is to review the community grant proposals, and the second coincides with Town Meeting Day and is the TCF Board’s annual meeting).

Jan reviewed the December donations appeal letter. Except for the K-12 camp scholarships, the letter lists everything that the TCF has accomplished this year, including a summary of which community projects received funding. It shows how much the TCF gives back to the community. Gail suggested adding the K-12 scholarship information, and making the letter two pages long to make it easier to read. Jan and Asha agreed to work up a section on the new small business grants. Jan and Gail will work on a second draft of the letter. The letter will need to be assembled by the end of November in order to go out in the December Tales of Tinmouth. Usually the envelope labeling and letter stapling is a group effort, but due to Covid restrictions the board decided to make stacks of letters and envelopes available to individual board members to work on at home and then bring the finished materials back to the Town Office. Nikki, Casey, Helen, Lisa, Cathy, Asha and Jan all offered to take a stack. Jan will coordinate with Gail and will email board members when the materials are available.

Jan and Asha brainstormed a new draft of the “small business start-up” application. Cathy suggested requesting more information from applicants in order to make funding decisions easier. Discussion followed about whether the grants should be limited just to new start-ups, or whether existing small businesses could request funding to expand their businesses. The board agreed to add “expansion” to the title of the grant. Asha discussed ways to include how the applicant’s business will benefit the Tinmouth community. Jan will work on the new draft of the application and will send it to Asha for review. The application needs to get on the town website in December.

The board agreed that all application forms for all TCF grants need to have the same contact information (this has become inconsistent over the past few years). Todd offered to update the website to include the aligned contact information, clarify application due dates (which vary), and tidy up any other inconsistencies.

The email address for the TCF is tinmouthcommunityfund@gmail.com.

Jan added the idea of requesting that people who receive Community Grants take pictures of their funded projects to include in their end-of-year reports.

Under Other Business, Cathy gave a report on proceeds from the 2020 Plant Sale. Due to Covid, the traditional one-day, two-hour Plant Sale was replaced with a three-week, self-serve Plant Sale hosted by the Squier Family Farm Stand. It turned out to be a great success, netting a larger income ($8300), allowing shoppers to spread out their purchasing, and making the work of the diggers/potters much less stressful and tiring. An abbreviated fall version of the Plant Sale netted an additional $1000.

The board agreed that the February meetings would in all likelihood be remote meetings. The board will review Community Grant and Small Business Start-Up/Expansion applications at the mid-February meeting. The Annual meeting will be on February 27.

Jan adjourned the meeting at 8:20 p.m.

Respectfully submitted,

Helen Mango, Secretary