**Tinmouth Community Fund meeting minutes**

**February 18, 2021**

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

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

Jan called the meeting to order at 6:34 p.m.

Jan relayed that Nikki Pfeiffer called to say she was unable to join the meeting.

Jan moved the minutes of November 18, 2020. Seconded by Cathy. Motion carried.

Cathy reported that the TCF had met its $100,000 capital campaign fund-raising goal set at last year’s annual meeting, thanks in large part to an anonymous $52,000 donation. Cathy then gave a summary of TCF finances:

As of 12/31/20, the Continuing Education fund had a balance of $310,558.99, the Endowed Fund had a balance of $143,379, and the Reserve balance was $59,632 (this is money that can be used for larger projects).

Because the TCF is sponsored by the Town of Tinmouth, Gail manages the TCF checkbooks. Currently, the Community Fund checkbook has $11,022 and the Continuing Education checkbook has $6094. Of the funds in the Community Fund checkbook, $8314 is available to spend (the rest is from 2020 grants that are being held over due to Covid restrictions on their being funded).

Cathy said that the TCF usually spends between $1000 and $1500 on K-12 scholarships; she recommended that this year $1500 be allocated.

Lisa suggested that the deadline for K-12 grant requests be extended because the continuing pandemic has meant that some summer camps and programs may not know if they will be open until the very last minute.

Jan reported that there were nine proposals for 2021 Community Grants, for a total of $4500; the proposals had been distributed to the TCF board members in advance of the meeting.

The 2021 Community Grant proposals are:

* Tinmouth Elves
* Tinmouth Directory Committee
* Old Creamery Committee
* Tales of Tinmouth
* Tinmouth Pond Milfoil Project
* Be Seen in Tinmouth
* Tinmouth Mountain School
* Tinmouth Plant Sale
* Tinmouth Walking Club

Melody moved that all grants be funded; Jan seconded. The motion carried.

Jan reported that there were two applications for Small Business Grants, for a total of $800; these had also been distributed prior to the meeting. Cathy moved to fund both proposals; seconded by Jan. During discussion, Melody spoke about receiving a Small Business Grant last year, and how much she appreciated the opportunity it provided. The motion carried.

Cathy suggested that the TCF could do a second round of grants because of sufficient funds to allow this. She invited Melody to write a piece for Front Porch Forum about the Small Business Grants, to encourage more people to apply. Jan moved that the TCF offer a second round of grant applications; seconded by Cathy. Motion carried.

Regarding K-12 Scholarships, Melody and Asha recommended allocating $1500, and that the TCF accept applications until the funds are used up. Awards will begin to be made on April 1.

Cathy moved that the board allocate up to $15,000 for Continuing Education grants, $1500 for the K-12 Scholarships, and, for Community Grants and Small Business Grants combined, $5300 be allocated for “round 1” (those already agreed upon earlier), and up to $5000 for “round 2.” Jan seconded the motion. The motion carried.

There was discussion about possibly raising the caps on grants next year. Also discussion regarding summer camps – if a camp is cancelled due to Covid, other activities could be substituted and funded with the original scholarship, at the discretion of the subcommittee.

Jan discussed planning for the annual meeting. Asha offered to host the Zoom meeting; she will create the link and send it to Jan. The agenda will include the minutes from today’s meeting, the treasurer’s report (Cathy) including the capital campaign, and elections.

Regarding elections: Jan, Todd and Nikki all have their terms ending this year; all agreed to continue on the TCF board. Helen is OK with continuing as secretary, Jan with continuing as president (although she suggested that someone younger should consider taking over next year), Cathy with continuing as treasurer, and Melody with continuing as vice president.

Todd was thanked for updating the TCF page on the town website and doing some much-needed housekeeping of the site.

Helen will draft emails for all grant awardees, and will do the awarding of the Community Grants at the annual meeting. Melody will speak about the K-12 scholarships and will award the Small Business Grants. Asha will report on the 2020 Small Business Grant awardees.

The TCF annual meeting will be advertised on Front Porch Forum and on the TCF webpage and town calendar.

Cathy reminded the board that we will need to re-form the Continuing Education scholarship committee at the annual meeting.

Cathy and Todd will discuss what may be needed for web upgrades such as fillable forms. Todd asked if the TCF should have two rounds of funding every year, or one round with increased caps on grants. Jan suggested tabling this discussion until the June meeting to see what proposals come in for “round 2” funding.

Jan adjourned the meeting at 7:50 p.m.

Respectfully submitted,

Helen Mango, Secretary