



ERTD Grants Committee **Minutes**
Wednesday, January 18, 2023 at 10:00am

Zoom

<https://us02web.zoom.us/j/83460586879?pwd=Y1h2eURCcENTck9zQk1FcFovQ1NlZz09>

Meeting ID: 834 6058 6879

Passcode: 568601

Minutes

Attendees: Charlie Tracy, Fran Kefalas, Tyra Penn-Gesek, Jordan Lumpkins, Stephen Gencarella

Guests: Rachel Lenda,

1. Call to Order - Fran Kefalas called the meeting to order at 10:01am
2. Welcome from the Chair, Fran Kefalas
 - a. Fran Kefalas introduced the group and the purpose of the Grants Committee which is to execute the Regional Marketing Partnership Program.
3. Review FY22 Contract for Edits
 - a. The group discussed pertinent edits to make on the grant contract. Those edits include: removing the COVID question on the project grant report, adding in a link to the brand guidelines, COT partner contact, and a notation that the Committee reserves the right to interview any potential applicants.
 - b. Rachel will make the edits required and send out to the Grants Committee for changes and/or input.
4. Strategize Notification of Grant Cycle and Application Process



- a. The group discussed the process of getting the word out about the grant application being open. The Committee decided on February 10, 2023 as the application deadline. Potential grantees will be notified by March 31, 2023. Additionally, Quinn & Hary will be writing and sending a press release on behalf of the District. The Chamber will include the flyer in their eNews as well as contacting the membership database. ERTD will send out a newsletter with the launch of the Regional Marketing Partnership Program.
 - b. Per the Committee's request, Rachel is putting together a submission guideline worksheet that references questions asked on the rubric.
 - c. The Committee wanted to inquire with Noelle if grantees were still ineligible to spend grant money on websites. Fran stated she would reach out to Noelle and ask.
5. Review Rubric Scorecard
- a. The Committee reviewed the scorecard and did not have any rubric changes to add. The scorecard used in FY22 grant cycle will be used in FY23 grant cycle.
6. Other Business
- a. No other business.
7. Adjournment
- a. A motion was made to adjourn the meeting by Charlie Tracy. Stephen Gencarella made the second motion; all in favor - meeting adjourned at 10:56am.