

City of Takoma Park, Maryland
GRANTS REVIEW COMMITTEE
Meeting Minutes

DATE: Tuesday, August 21, 2019
TIME: 7:00 p.m. to 8:30 p.m.
LOCATION: Takoma Park Community Center
Sam Abbott Citizen's Center
Council Conference Room, 3rd Floor

Members Present: Nadine Bloch, Rachel Branaman, Jay Keller, Susan Rosenblum

Staff Present: Grayce Wiggins, Housing Manager; Jennifer Hale, Grants Coordinator,
Department of Housing and Community Development

1) Call to Order and Welcome

- a) Jennifer Hale called the meeting to order at 7:05 PM and welcomed the members of the Committee. The members of the Committee introduced themselves.

2) Housekeeping

- a) Meeting notes opened and primary note-taker selected
- b) Susan Rosenblum moved to adopt the minutes for the May 9, 2019 Grants Review Committee meeting Jay Keller second the motion.

3) Update

- a) Jennifer Hale gave an update on the FY19 Community Grants Impact Statement. She explained that a draft hadn't been shared via dropbox because the designer was still working on the draft. Committee then discussed what kind of final product is desired.
- b) Jennifer Hale updated the GRC on the contracting process and grantee event calendar. Nearly all grantee agreements are fully executed.
- c) A calendar of events is being developed to help coordinate audits and site visits. Jennifer Hale will start a google calendar of the upcoming potential landmark events/ ongoing work and invite GRC. Jen will contact GRC to coordinate event attendance. GRC members can invite Councilmembers to attend events and will coordinate with Jennifer and Grayce.
- d) Susan Rosenblum shared with the GRC her impressions of the MHP Mural Unveiling. Susan Rosenblum and Grayce Wiggins reported that Councilman Smith spoke at the event and advocated for the Community Grants program. The GRC watched the MHP video with Arturo Ho artists wherein the artist discussed the mural project
<http://mhpartners.org/middle-school-mural-project/>

4) Grant Review Committee

- a) Jennifer provided an update on reappointments and retirements from the GRC. Leslie Perry retired after serving two, 3-year terms. Mark Rupp decided not to apply for a second term and is now retired from the committee after three (3) years of service. Simeon resigned before finishing his first term.
- b) Discussion of new applications resulted in a plan to create a “Job Description” for service on the GRC, so candidates understood the time commitment and the skill level required.
- c) The GRC discussed two new applicants to the Committee and decided to invite them to the next meeting so they can ask questions about serving on the Committee.
- d) The GRC observed that the Committee needs representation from Wards 2,4 and 5.

5) Consideration of Mayor Kate’s request for recommendations

- a) Nadine Bloch and Rachel Branaman to recapped the City Council’s discussion that followed their presentation at the June 5 City Council meeting. Discussed how to address the Mayor’s request for recommendations on the Community Grants Program. It was determined that the GRC should have a work session at the next meeting to create recommendations.
- b) B) Meeting with other funders was also discussed by the GRC. It was determined that GRC members and City Staff would meet with Non-Profit Montgomery’s new Executive Director and Grantmakers from Rockville

6) Other ways to work with non-profits serving Takoma Park

- a) Next steps are to report back to council in November; recruit for new GRC members; watch for calendar invites for grantee events and respond with availability.

7) Adjourn

- a) Meeting adjourned at 8:35.