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**CSGP Committee**  - **Topic: On-sites**

Minutes (pending approval)

**Thursday, June 29, 2023, 9:00-11:00 AM**

Jessie Ball duPont Center, 40 East Adams Street in Conference Room 202

**CSGP Members Present In-Person:**,Amy Crane, Cory Driscoll, Sondra Fetner, Ari Jolly, Sally Pettegrew, Karen Estella Smith, Tim Snyder,Laura Schepis, Angela Strain, Ellen Williams (Chair)

**CSGP Members Absent:** Wilton Blake

**CCGJ Staff:** Amy Palmer (Director of Grants Administration), John Poage (Grantmaking Manager), Josue Cruz (Director of Development)

**Guests**: NA **General Public:** None

1. Chair Ellen Williams called the meeting to order at 9:05 a.m. and asked an ice breaker question.
2. CCGJ Director of Development Josue Cruz shared information on sponsorship and tickets for the annual arts awards event.
3. CSGP Misc. Ellen Williams/Amy Palmer
* Approval of Minutes: CSGP Orientation -7/7/23 **MOTION Driscoll, 2nd Jolly (11-0).**
* Committee terms and recommitment
* Demographic Surveys
* COJ Ethics Training

D On-site InformationAmy Palmer

* On-site assignments
	+ Listing/breakdown of all applicants
		- Review recusals
* On-site Instructions
	+ Scheduling
	+ Remote/off-site meeting options
* On-site Evaluation Report Form
	+ **Deadline - Monday, August 28**
		- Email reports to staff and upload to Foundant
		- Committee will review on-site reports prior to completing preliminary scores
	+ IMPORTANT REMINDERS:
		- Read application and formulate questions prior to visit
		- Applicant needs to fact check draft prior to deadline
	+ Examples
* Foundant Review
* On-site Plan B: Sally Pettegrew volunteered to be the back-up for any committee member unable to complete their assigned on-sites due to extreme emergency.
* On-site advice from returning committee members? **Ellen Williams**
* Next meeting topic will be on evaluating the applications. It is scheduled for July 20 at 9 a.m. in Room 202, The Jessie.

After a break, staff and the chair met for additional training with new committee members.

E. More about on-sites Amy Palmer

* Description:
	+ What is the on-site?
	+ On-site visits required by ordinance:
		- The responsibilities of the CSGP Committee include: Serve as an on-site evaluator and lead reviewer for a selected number of applicants
* On-site assignments
* On-site Instructions
* On-site Evaluation Report

 F. Sunshine Moment Ellen Williams

* The chair went over the “Ethics Pop Quiz” answers.

There was no public comment.

Meeting was adjourned at 10:45 a.m.