**CSGP COMMITTEE – Training**

Minutes

**Thursday, June 9, 2022, 9:00-11:00 AM**

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

https://us06web.zoom.us/j/84804293383 Meeting ID: 848 0429 3383 | PHONE: +1 646 558 8656

**CSGP Members Present In-Person:** Kirsten Doolittle, Alarie Gibbs, Sally Pettegrew, Karen Estella Smith, Tim Snyder, Ellen Williams (Chair)

**CSGP Members Present Online:** Wilton Blake, Jennifer Brown, Angela Strain

**CSGP Members Absent:** Kimberly Morrison, Jeff Strohecker

**Guests**: NA

**CCGJ Staff:** Diana Donovan (Executive Director), Amy Palmer (Director of Grants Administration), John Poage

(Grantmaking Manager)

**General Public:** None

CALL TO ORDER: 9:01 AM

Welcome & Introductions Ellen Williams/Amy Palmer

Overview – MORE Art Culture Diana Donovan

Minutes – June 2, 2022 Ellen Williams

* **Motion to approve by Doolittle, second by Smith. Passed.**

Misc./Homework John Poage/Amy Palmer

* Capital Grant Check-In: Capital Grant Recusals, Logging into Foundant, Questions?
  + Deadline to complete scores: Sunday, June 19 (11:59 p.m. in Foundant)
  + Hearings: 9:45 a.m., 6/23/22, Room 218, The Jessie
  + CCGJ Board Meeting to approve capital grant awards: 4:30 p.m., 6/23/22, Room 318, the Jessie
* Demographic Survey of Committee Members , per ordinance
* Review - Bios/Photos/Contact Info for updates/changes
* COJ Ethics Training – Sign-up and pre-work

Sunshine Moment Amy Palmer

* COVID Protocols
* In-person quorum required for voting
* Remote participation. *Committee will need to make decision on what constitutes “extraordinary circumstances” for remote participation AND remote voting, and establish a policy for voting.*

CSGP LOIs-Applicant/Process Overview/Timeline Amy Palmer

* Application Deadline – Wednesday, June 22
* 3 upcoming meetings Will focus training on On-site visits, Review and score applications in online system, and Hearing procedures

Declaration of Recusals Amy Palmer

Grant Process Changes/Updates Ellen Williams/Amy Palmer

* Written and verbal comments required for subscores of 3,2,1

City Funding/Advocacy Update Diana Donovan/Amy Palmer

Follow-up email with action items, due 6/13/22: Amy Palmer

* Recusals for full CSGP listing
* Demographic Survey
* Updates/changes to bios or contact info to share with applicants
* Sign up for COJ Ethics workshop, if applicable

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BREAK: 10 Minutes. *Returning committee members may leave; new committee members stay for in-depth review of program and process.*

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Chapter 118, Part 6 Review Amy Palmer

Guidelines Review Amy Palmer

Ethics Pop Quiz Amy Palmer

Opportunity for Public Comment Ellen Williams

ADJOURNMENT: 10:55 AM Ellen Williams

**Next meeting: 9-11 a.m., Thursday, June 30, Room 202 @ The Jessie Topic: On-sites**