



MINUTES OF THE MEETING

Thursday, July 25, 2019

8:30 a.m.

88 Court St., Middletown, CT

MCA Subcommittee: Grants Review

Present: Charlotte McCoid, Joyce Kirkpatrick, Pamela Steele, Barbara Arafah,
and Kisha Michael, Staff. Absent: Cassandra Day

1. Call to Order: 8:32 AM
2. Public Session – Barbara Arafah
3. Review of current guidelines
Kisha handed out a Topics & Timeline form to Subcommittee members. It will enable the subcommittee to move the review process efficiently and help staff track progress. She called attention to the MCA Grants program's first deadline for applications: September 15, 2019, so that some of the old materials may have to be used while the granting process is being refined.

The subcommittee then reviewed the Grants Program: General Guidelines and Information. It noted inconsistencies and outdated material and suggested clarifications and formatting revisions. Kisha will incorporate the suggestions into a first draft of the General Guidelines for the Subcommittee to review.
4. Recommendations for revisions of guidelines
The subcommittee agreed that this was the first step in an ongoing process as it works through the other parts of the review process: application and report forms; website information; policy; procedures; etc. to be sure all parts of the grants process are consistent with each other and with City and Commission policy.
5. Any further business
None
6. The meeting adjourned at 9:40 AM.

Respectfully submitted,
Joyce Kirkpatrick, Secretary pro tem

cc: Town Clerk