

- I. Attendees – Ann Fielder, Sue Graff, John Kennedy, Kip Tewksbury, David Miner
2. Minutes from previous meeting reviewed. Motion for acceptance made by John. Seconded by David. Motion passed.
3. Ann highlighted conflict of interest requirements. If a member is affiliated with an applicant they are not participate in the discussion relative to the organization that they are associated with nor have a say in any final decision made regarding an allocation.
4. Ann discussed the format the committee is to follow. Applications are to be presented by designated member. No discussion is to take place about the amount requested or validation of the application.
5. Vermont Family Network application was mailed next day delivery but was not received until 3 days after the due date. The application was accepted. Subsequent vote taken by the Committee on the acceptance of the application. Motion made by Kip that the application should be taken based on the postal cancellations. Seconded by Sue. Passed unanimously.
6. Ann reviewed the following applications:
  - AID Project of Southern Vermont
  - Big Brothers Big Sisters of Vermont
  - Boys & Girls Club of Brattleboro
  - Brattleboro Area Prevention Coalition
  - Brattleboro Centre for Children
  - Visiting Nurses and Hospice for Vermont and New Hampshire (tabled for next meeting)
7. David reviewed the following applications:
  - Brattleboro Community Justice Center
  - Brattleboro Senior Meals
  - Brattleboro Time Trade
  - The Family Garden
  - Green Mountain RSVP
8. Kip reviewed the following applications:
  - Groundworks Collaborative
  - Health Care & Rehabilitation Services (HCRS)
  - Inclusion Center
  - KidsPLAYce
  - Meeting Waters – YMCA
9. David Levenbach - RTM and Finance Committee member attended
  - David mentioned that he was interested in the process in light of the debate held at last year's RTM. He mentioned that we should consider taking a vote on acceptance of the application of Vermont Family Network. Ann noted that this was an excellent suggestion. It was noted that the package was provided by Jan Anderson. It was originally to be sent regular mail. Realizing that it would not be received in time, it was retrieved from the Post Office and next day delivery was purchased, with delivery to be Saturday, November 2. It was not received until Wednesday, November 6. Motion was made by Sue to accept the application. Seconded by Kip. Vote was unanimous.
10. It may be possible to have final recommendation meeting on 11/26. Sue asked if there was a guide for allocating funds. There was discussion about the process. The Committee makes a recommendation on a request-by-request basis and submits to the RTM for approval. It was noted that we have not been provided a budget to work with.

John noted that it would be important that RTM understand what we consider when deciding the amount of the grant and to identify the process and procedure so that the RTM better understands our mission.

11. Motion to adjourn made by John. Seconded by Kitt. Passed. Meeting adjourned at 3:43 PM.

Minutes submitted by David Miner