

Members Present: Mary Andrews, Deborah Finken (Vice Chair), Kathryn Henz, Rex Mercer Julie Spero, Josh Ravitch, and Michele Zembow

Members Absent:

Council Liaison: Donna Bell

Staff Present: Jackie Thompson

Meeting Date: October 5, 2015

Agenda Item	Discussion Points	Motions/Votes	Actions
Call to Order	Call to Order	The Chair called the meeting to order at 7:03pm.	The Chair determined that a quorum of the Board was present.
Minutes	Board considered adoption of action minutes for the August 31, 2015 meeting.	Julie Spero made and Josh Ravitch seconded a motion to approve the August 31, 2015 minutes.	The motion was passed unanimously.
		The vote was 7-0	
Announcements			
Update on Needs Report	Jackie informed the Board that the School of Government has been contacted about conducting a Needs Assessment. A representative from the School		

2015-2016 Needs Report	of Government informed us that none of the MPA classes currently incorporate this type of project into their classes. They also stated that there may be some interest among others that would contract with the Town. The Board asked Jackie to contact the School of Social Work and Public Health to see if there may be any interest among those students. Jackie reminded the Board that the Needs Report will be due to the Town Council in January.	
	those students.	
2015-2016 Needs Report	Jackie reminded the Board that	
	the Town Council in January.	
	Therefore, we will need to have	
	it prepared and voted on at the	
	December meeting	

New Business

Discussion of Budget Priorities and Review Budget Priorities for FY2016 Jackie Thompson reminded the Board that the Budget Priorities for FY 2016 are due to the Mayor on November 20, 2015. Deborah Finken reported that she has done a 2010-2015 request for allocation history that consist of the number of agencies that have applied, amount they requested and the amount that was allocated. This information will be incorporated into the Budget Priorities and Needs Assessment documents that will be shared with the Mayor and Council.

Common Application

Jackie Thompson distributed a draft of the Common Application that will be used for funding nonprofit agencies. She ask that the board review and send her any comments no later than Monday, October 12th.

Election of Officers	Election of Chair and Vice-Chair.	Mary Andrews made and Michelle Zembow seconded a motion to elect Deborah Finken as Chair.	The motion passed unanimously.
		The vote was 7-0	
	After discuss about the nomination for Vice-Chair the Board decided that a paper ballot would be needed.	The Board voted by ballot 4-3 to elect Josh Ravitch as Vice Chair.	
Adjournment		Kathryn Henz made and Julie Spero seconded a motion to adjourn.	The meeting was adjourned at 8:25pm.