**Draft**

**Minutes**

**Shepherdstown Grant Committee**

**04.11.23**

**5:30pm**

**By Zoom**

Called to order 5:34 pm

Visitors: E. Samide, A. Boyd

Present: C. Stroech, M. Fortuna, K. Schultz

Minutes from Meeting 1.25.23

* K. Schultz moved to approve
* No objection
* Minutes approved

Old Business

* Chair has removed two members from the Grants Committee due to a lack of participation/response
* CDBG Grant
  + The Town needs to hold a fair housing forum in order to be in compliance with the grant
  + **Actions: C. Stroech** will follow up with state to research whether the Town may disburse funds on its own, since Catholic Charities is not responding and also will inquire about reporting requirements as they relate to the Fair Housing meeting
* Firehouse Subs Grant
  + **Action: M. Fortuna** will draft language for thank you email after C. Stroech forwards email history

New Business

* There was a unanimous vote to approve E. Samide as new committee member
* Grant research
  + **Action: E. Samide** to report back on subscription costs/logistics for SPIN grants database, which is used by Shepherd, and will inquire whether this platform also has a record-keeping function
  + It was agreed that next steps are probably education around the Grants Policy/Procedures and also Garnst Research in order to raise awareness of opportunities and procedures among stakeholders
* Uniform Grants Management Policy (dated March 9th 2023)
  + It was recognized that the draft policy was not attached to the agenda when the agenda was re-posted due to a meeting delay
  + M. Fortuna moved, K. Schultz seconded, Committee voted unanimously to move the draft policy to council for a vote to adopt/approve
  + **Action: C. Stroech** will make sure the policy is circulated to the public and attached to the meeting packet for the Town Council meeting during which the vote will be held

C. Stroech motioned to adjourn

No objection

Meeting adjourned at 6:08 pm

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