

December 2, 2021

Minutes for Mendon Cultural Council Meeting

Attendees

- Michael Fater
- Ellen Gould
- Shannon Elliott
- Tina Jankauskas
- Sandy Petralia

Meeting called to order @ 7:11 PM

Minutes from 10/21/2021 meeting reviewed and approved

Grant awards process:

- New process with SmartSimple Grant Management System
 - Accepted grants and award amounts must be entered into website
 - Grant award letters must still be sent with W-9 form

Current grants

- Reviewed current grants and determined amount each will receive
- Retained administrative monies to hold reception for grant awardees
- Retained money for possible Cultural Council event in Mendon

Grant administration

- By 12/31/2021 all disbursement requests for 2021 grants must be in
- Next step for 2022 grants is to send out award letters.
- Award letters must be must be mailed to grant recipients by Feb 1, 2022
- Each council member will get 4 letters to

Meeting adjourned @ 8:23 PM

Approved February 10, 2022