

**Arts & Technology Education Fund Committee  
January 22, 2020 Minutes**

*Those in attendance: Hana Barker, Beverly Barrett, Jay Lang, Kirk Marshall, Carrie Meikle, Angie Taranto, and Evelyn Thoren*

The meeting was called to order at 6:00 pm.

Evelyn said that the May 23rd minutes were approved at the June meeting. She will bring those minutes to the next ATEF meeting for approval.

We reviewed the financial report. We wondered if we could put money in bank CD for a better rate. Evelyn will check with town treasurer. If we can, we would consider moving \$30k to 2 CDs split for one year and another shorter term.

Evelyn will check about adding ATEF donation request to water and sewer bills.

Friends of Music are looking at our application for a sample and want to distribute grants. They would choose a different time cycle from ATEF.

We discussed changes to the ATEF grant application. At a previous meeting, Linda Hirsh had suggested that we consider adding a sign off for principal or program coordinator. The grants are reviewed by committee and passed through Asst Superintendent. It was decided that sign off was unnecessary.

The dates will be changed to 2020-21 accordingly. Hana will look into possible conversion of grant application to Google Docs. She will make updates to Kirk's current file.

The questions about being a past ATEF recipient will be highlighted. Since CPS has difficulty using Amazon as a vendor, a disclaimer will be added above Financial Information section. Draft "If you purchase through Amazon, you will have to purchase and then submit receipts for reimbursement." Subject

to wordsmithing. Angie made the motion and Beverly seconded. All approved.

Jay suggested that we add list of items that we do not fund such as iPads, chromebooks, furniture and CPS employee stipends. Kirk suggested that the ATEF Chair should add a cover letter with information such as items not funded, past recipients must attach project summary, and please double check. Evelyn will send out draft letter for feedback before presenting at Monday Selectmen Meeting.

We discussed dates for upcoming ATEF meetings. The grant application review will be Wednesday, April 15, 7:30 pm. Interviews will be held on May 6 and 7. Evelyn will include those dates in her cover letter. We will be able to present awards at May 18 or June 1 Town Meeting.

Under New Business, Hana suggested that we invite Christine to April meeting to review music requests that may fall under Friends of Music funding.

Kirk made a motion to adjourn; Beverly seconded. All approved. The meeting was adjourned at 7:01 pm.