

LCTV ENDOWMENT FUND BOARD
THURSDAY, JANUARY 31, 2013
7:30 P.M.

1. **CALL TO ORDER; ROLL CALL**

The meeting was called to order at 7:30 p.m. by City Clerk Betty Morlock.

Present:	City of Lowell	Sharon Ellison Dennis Kent Patty Sellner Barb Zandstra
	Lowell Charter Township	Bill Thompson
	Vergennes Township	Tim Wittenbach
Absent:	Sue Simmonds (Lowell Charter Twp.)	
Also Present:	Betty Morlock and Jim Hall	

2. **APPROVAL OF AGENDA**

IT WAS MOVED BY ELLISON and seconded by THOMPSON to approve the agenda as presented.

YEA: 6. NAY: 0. ABSENT: 1. MOTION CARRIED.

3. **APPROVAL OF THE MINUTES**

IT WAS MOVED BY ELLISON and seconded by THOMPSON to approve the minutes of the May 2, 2012 meeting as presented.

YEA: 6. NAY: 0. ABSENT: 1. MOTION CARRIED.

4. **ELECTION OF OFFICERS**

a. Chairperson

IT WAS MOVED BY THOMPSON and seconded by SELLNER to nominate Dennis Kent as Chairman.

YEA: 6. NAY: 0. ABSENT: 1. MOTION CARRIED.

The meeting was turned over to Chairman Kent.

b. Vice Chair

IT WAS MOVED BY ELLISON and seconded by WITTENBACH to nominate Bill Thompson as Vice Chair.

YEA: 6. NAY: 0. ABSENT: 1. MOTION CARRIED.

C. Recording Secretary

IT WAS MOVED BY ELLISON and seconded by SELLNER to nominate Barb Zandstra as recording secretary.

YEA: 6. NAY: 0. ABSENT: 1. MOTION CARRIED.

City Staff Betty Morlock will assist Barb Zandstra and the Board with secretarial duties.

5. PUBLIC COMMENTS

No comments were received.

6. REVIEW OF MEMBERS

CITY:	Sharon Ellison	-	until term on City Council expires
	Patty Sellner	-	term expiring 12/31/13
	Dennis Kent	-	term expiring 12/31/14
	Barb Zandstra	-	term expiring 12/31/15

LOWELL CHARTER TOWNSHIP:

	William C. Thompson	-	until term on Township Board expires
	Sue Simmonds	-	term expiring 12/31/16

VERGENNES TOWNSHIP:

	Tim Wittenbach	-	until term on Township Board expires
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7. OLD BUSINESS

- a. **Listing of 2009, 2010, 2011 and 2012 grant awards.** The Board reviewed the list of grants awarded for the past four years. The 2012 progress reports will be provided at the next meeting.

8. NEW BUSINESS

- a. **Review amount of grant funds available for awards.** The Board was informed that the total value of the LCTV Endowment Fund is \$2,383,797.98 with about \$103,000.00 available to be allocated toward the 2013 grants.
- b. **Discuss application process, timeline and lessons from last year.** The consensus of the Board was to have the grant applications ready and start advertising by February 1, 2013. The grants will be due by 5:00 p.m. on Friday, March 15, 2013. Morlock will have the 2012 Progress Reports and 2013 Grants to the Boardmembers no later than Wednesday, March 20, 2013.
- c. **Review grant application. Any necessary revisions?** The Board reviewed the introduction letter and grant application and made the following changes. On the introduction letter on page 2 in section 5 the last sentence in second paragraph should read "***The agreement shall be finalized by December 31 of the grant year***". On the application on page 2 under PLAN the end of the first sentence should read "including breakdown of expenses, cost of key items and proposed schedule".

d. **Schedule future meeting.** The Board set the following meetings, Thursday, March 28th at 7:00 p.m. they will meet to discuss the 2013 grant applications and Monday, April 8th at 7:00 p.m. they will meet to make final recommendation for the City Council. The grants will be on the April 15, 2013 City Council agenda for final decision.

9. **PUBLIC COMMENTS.** None.

10. **ADJOURNMENT.**

IT WAS MOVED BY ELLSION to adjourn at 8:52 p.m.

Dennis J. Kent
Chair

Barb Zandstra
Recording Secretary