

**Headwaters Fund Board Meeting Minutes
October 8, 2019 – 1:30 p.m.- 4:00 p.m.
Prosperity Center, 520 E Street, Eureka**

MEMBERS PRESENT: Elizabeth Cameron, Jenna Catsos, Carl Hansen, Dianna Rios, Bruce Rupp, Greg Seiler

MEMBERS ABSENT: Chuck Ellsworth

OTHERS PRESENT: Gregg Foster, Kenny Spain, Ryan Heitz, Debbie Damiano

Item #	Action	Pass/Fail
1a	Approve 09-10-19 meeting minutes with modification	Pass
4	Advise ASAF/ICFA to reapply during next grant round	Pass
5	Include the \$27,250 reserved for ASAF/ICFA in the next grant round	Pass
5	Earmark the \$27,250 specifically for ASAF/ICFA	Pass
5	Consider merits of ASAF/ICFA grant application independently of other applicants; determine funding decision no later than November mtg.	Pass
6	Approve competitive grant schedule	Pass

1. Opening

Chair Carl Hansen called the meeting to order at 1:33 pm. A quorum was present.

a. Approval of September 10, 2019 Minutes

It was moved by Elizabeth Cameron and seconded by Jenna Catsos to approve the minutes after adding “Motion carried unanimously” to Item #3. Chair called for public comment – none received. Motion carried unanimously.

b. Public Comment on Non-Agenda Items

There were no public comments.

c. Report on Meetings Attended

Elizabeth Cameron reported she and Jenna Catsos have met to discuss changes to the competitive grant final report form.

2. Update from Board Members on Competitive Grant Final Report Form

Elizabeth Cameron reported it would make more sense to finalize updates to this form after the grant application instructions are revised. This item will be added back to the agenda once the grant application instructions revisions are complete.

3. Determine Use of the Minimum Revenue Guarantee Unanticipated Revenue

Staff reported RREDC has returned the unused \$116,846.75 remaining from the Minimum Revenue Guarantee grant. Staff is now asking for guidance from board members on what should be done with the unanticipated review. Staff proposed the following as options to consider:

- Leave the amount in the fund to build the corpus
- Incorporate the funds into the upcoming grant round
- Grant the money back to RREDC through the Community Investment Fund to be used to fund an in-depth study/survey on why non-local people are traveling here

Gregg Foster from RREDC was present to give an overview on the travel study/survey. He explained they will contract with Volaire Aviation to develop the survey. The anticipated cost is \$10,000 to \$12,000. Approximately \$7,500 would go to Volaire and remaining funds would be used for paying stipends to interns to ask the survey questions. They would like to begin in February and carry on over the course of one year. During discussion it was suggested that a separate, companion survey be developed for travelers who drive to the area.

There was no action taken on this item. It was the consensus of members to invite RREDC to either submit an application for a grant through the Community Investment Fund or apply during the traditional grant fund round opening in November. Further, staff was directed to explore creating a tourism data initiative.

4. Review ASAF/ICFA Grant Recommendation

The Americans for Safe Access Foundation/International Cannabis Farmers Association grant application has been pending since the last grant round due to the sponsoring agency not yet having good standing as a non-profit. Staff reported their status as a 501 is still pending. Applicant is willing to withdraw their application and reapply during the upcoming grant round. It was moved by Dianna Rios and seconded by Bruce Rupp to have staff advise application to reapply during the next grant round. Motion carried with Greg Seiler and Elizabeth Cameron opposed.

5. Determine Total Grant Round Funding for FY 19/20

Staff explained based on the decisions made on Items #3 and #4, there is the potential to include all or part of the \$116,946.75 returned MRG funds, as well as all or part of the \$27,250 to the \$130,000 currently earmarked for the upcoming grant round.

It was moved by Elizabeth Cameron and seconded by Greg Seiler to include the \$27,250. During discussion, Jenna Catsos proposed to amend the motion to include the \$27,250 will be earmarked specifically for ASAF/ICFA. Chair called for public comment – none received. Chair called for a vote on the amendment. Amendment carried unanimously. Chair called for a vote on the original motion. Motion passed unanimously.

It was moved by Greg Seiler and seconded by Bruce Rupp to consider the merits of the reapplication of the ASAF/ICFA independently of other applicants. The application will be reviewed a decision reached at the next scheduled meeting of the Headwaters Fund Board after receipt of the application. Chair called for public comment – none received. Motion passed unanimously.

6. Review and Approve Competitive Grant Schedule

Staff provided a draft schedule for review. It was moved by Greg Seiler and seconded by Bruce Rupp to approve the schedule as presented. Chair called for public comment – none received. Motion passed unanimously.

It was the consensus of members to make a decision about implementing a two grant per year cycle at the January meeting.

There was a suggestion to hold a celebratory event for awardees. Staff was directed to bring a proposal/timeline for such an event to the next meeting.

7. Review and Approve Grant Marketing Materials

Staff provided marketing materials for review. Several suggestions for edits were made. Staff will mock up drafts reflecting the suggested changes and work with Janna Catsos to create the final product. Elizabeth Cameron volunteered to write up the PSA to announce the opening of the grant round.

8. Discuss Narrative Section of Rating and Selection Worksheet

Due to the opening of the grant round quickly approaching, it was decided only the scoring rubric will be provided to applicants. The revisions to the definitions for the scoring worksheet will be worked on at a future meeting and be completed prior to the upcoming grant round closing.

9. Staff provided the following updates:

- The revisions to the Headwaters Fund manuals are scheduled for the October 15, 2019 Board of Supervisors meeting.
- Staff is requesting the Board of Supervisors allow the notice for Greg Seiler's upcoming vacancy be released prior his term end date.

10. Adjourn

Chair Hansen adjourned the meeting at 4:08 p.m.

Next Meeting: November 12, 2019 – 1:30-4:00 p.m.