

LCTV ENDOWMENT FUND BOARD
THURSDAY, DECEMBER 5, 2013
7:30 P.M.

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

The meeting was called to order at 7:00 p.m. by City Clerk Betty Morlock.

Present:	City of Lowell	Sharon Ellison Dennis Kent Barb Zandstra
	Lowell Charter Township	Bill Thompson
	Vergennes Township	Tim Wittenbach

Absent: Patty Sellner (City of Lowell) and Sue Simmonds (Lowell Charter Twp.)

Also Present: Betty Morlock, Mark Howe and Tyler Kent.

2. **ELECTION OF OFFICERS**

a. Chairperson

IT WAS MOVED BY ZANDSTRA and seconded by ELLISON to nominate Dennis Kent as Chairman.

YEA: 5. NAY: 0. ABSENT: 2. MOTION CARRIED.

The meeting was turned over to Chairman Kent.

b. Vice Chair

IT WAS MOVED BY WITTENBACH and seconded by ZANDSTRA 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.

3. **PUBLIC COMMENTS**

No comments were received.

4. 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

5. OLD BUSINESS

- a. **Listing of 2009, 2010, 2011, 2012 and 2013 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.

6. 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 \$2,556,983.19 with about \$106,525.29 available to be allocated toward the 2014 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 January 15, 2014. The grants will be due by 5:00 p.m. on Friday, February 14, 2014. Morlock will have the 2013 Progress Reports and 2014 Grants to the Boardmembers no later than Friday, February 21, 2014.
- c. **Review grant application. Any necessary revisions?** The Board reviewed the introduction letter and grant application and made any necessary changes.
- d. **Schedule future meeting.** The Board set the following meetings, February 26th at 7:00 p.m. they will meet to discuss the 2014 grant applications and March 5th, 2014 at 7:00 p.m. they will meet to make final recommendation for the City Council. The grants will be on the March 17, 2014 City Council agenda for final decision.

7. **PUBLIC COMMENTS.** None.

8. ADJOURNMENT.

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

Dennis J. Kent
Chair

Barb Zandstra
Recording Secretary