

**GRANTS ADVISORY PANEL**  
**Meeting Minutes**  
October 16, 2014  
Charles County Government Building  
La Plata, Maryland

**Members present:** Heather Zeolla, Terry Davis, Rachelle Bartlett, Bob Catlin, Chamar Littlejohn, Temeka Thompson, **Members absent** – Greg Early and. Bob Romero

**Staff Support present:** Kim Bender

Called to order 2:43 p.m.

Discussed revised dates the Panel will hold mandatory training on the new application and review form. The following dates were scheduled:

Friday, December 5, 2014 from 10:00 A.M. to 12:00 P.M.

Monday, December 8, 2014 from 2:00 P.M. to 4:00 P.M.

Rachelle motioned to approve the minutes from the September 17, 2014 meeting. Seconded by Bob. All in favor.

Discussed the agenda for the training sessions and who will be presenting each section.

Welcome – Terry

Section I – Terry

Section II – Temeka

Section III – Heather

Section IV – Temeka

Section V – Bob C.

Part 2 - Rachelle

Budget Summary – Debbie P

Alternates (fill in where needed) – Chamar and Bob R.

Rachelle motioned per the By-laws if someone does not attend 2 meetings over a year to remove them from the Panel. Seconded by Heather, Discussion.

Rachelle withdrew her motion and Heather withdrew her second.

Rachelle motioned to exercise our Panel's right to withdraw members from the Panel due to lack of participation. Heather seconded. All in favor. Chamar abstained from the vote.

Question if we needed to meet in November. Did not think it was necessary, can communicate by email if someone has questions.

Suggested to watch last year's training video. Requested Kim to send a link.

Discussed to hand out the review form during the training session and to discuss the interview process.

It was suggested to start the process of getting the application in electronic format. There was a discussion and will hold for a future meeting.

Chamar adjourned at 3:27, Temeka seconded. All in favor.

**Conclusion**

Kim will email the link for last year's training video (will be taken down Nov. 1<sup>st</sup>) and the section assignments for the training sessions.

Training sessions are scheduled for December 5<sup>th</sup>, 10 – 12pm and December 8<sup>th</sup>, 2 – 4pm. Be there 30 minutes prior to meeting.

Approved on 2/12/15

Terry Davis  
Terry Davis, Chair