**Hardwick/New Braintree Meeting Minutes**

**August 27, 2015**

**Members in attendance:** Jenna Garvey, Ed Hood, Jim Barnes, Diane Samuelson, Celeste Plumadore

**6:40** Meeting called to order

Jenna went over where we’re at regarding project reimbursements, only a few project reimbursements have yet to arrive. Everything is going smooth and we have not received any complaints from people who have submitted grant reimbursement forms about not getting paid (unlike last year).

Jenna went over the process for overseeing the committee as Chair and stated that she can no longer take on this role due to other commitments and asked that the committee re-organize.

**Motion** made by Diane to nominate Celeste Plumadore as Chair of the Council. Ed 2nd. Unanimous.

**Motion** made by Jim to nominate Ed Hood to continue as Treasurer. Jenna 2nd. Unanimous.

The committee then discussed in detail the grant application process and requirements of the chairperson and whether or not it makes sense to delegate work. Jenna offered to be available for questions and volunteered to take meeting minutes. Jenna then presented the new Chair with a ‘cheat sheet’ with all of the information she’ll need (including our MACC representative Jennifer Atwood’s contact information) and other committee members offered to help support Celeste. Celeste was given one of the PO Box keys and Ed was given the other. Celeste took home the big box of files that Jenna had kept at her house. We also discussed the need for more members, especially from New Braintree and Diane volunteered to find out if anyone else from New Braintree including past members, might be interested in serving again.

**8:25 Motion** made by Jenna to adjourn. Jim 2nd. Unanimous.

Respectfully Submitted by Jenna Garvey, Member of the HNBCC