 Altamont Settlement Agreement

Education Advisory Board

December 11, 2023 Minutes

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**1. Call to Order**

Ruth Abbe called the meeting to order virtually at 5:40 p.m.

**2. Roll Call**

Members Present:

Ruth Abbe, Board Chair

Eric Havel, Alameda County Recycling Board

Fenna Gatty, City of Livermore

Devin Jackson, Northern California Recycling Association

Non-Voting Members Present: Lauren Jenkins, Board Assistant

Others Present: Lisa Klein, Loved Twice

Rebecca Grove, Waterside Workshops

1. **Approval of Minutes**

***Minutes from the March 29, 2023 meeting and April 13, 2023 meeting were approved 4-0 as read on the motion of Eric Havel, seconded by Fenna Gatty.***

1. **Open Forum**

1. **Matters for Consideration**

**5.1 Discussion of 2024-2025 grant cycle**

The Board discussed what has been granted previously that they enjoyed and disliked. Methods of reviewing reports, ideas for the coming grant cycle and beyond.

* 1. **Draft of Expenditure Report**

Expenditure amounts were reviewed and discussed. Verbiage was changed to what was preferred. Account amounts were not received from the County, although requested, so a finalized Expenditure Report was tabled for the next meeting.

* 1. **Grant Guidelines Review**

Dates for the next grant cycle were decided upon. Verbiage was changed to match the Expenditure Report. The Grant Guidelines were approved to be posted the first week of January.

* 1. **Grant Application Review**

The dates from the Grant Guidelines were moved to the Grant Applications. Lauren will update the dates and make suggested revisions to all grant application forms. Eric volunteered to rework the budget formatting of the Grant Applications forms. Mini Grant maximum amounts will be changed to $5,000. Project Grant maximum amounts will be changed to $40,000. A W9 will be added to all applications as it is now required to submit a W9 with check warrant requests.

1. **Agenda Building**

Items for the next meeting are:

* Approval of Expenditure Plan
* Approval of Annual Report
* Discuss informational webinar ideas

1. **Matters Initiated by Committee Members and Staff**

The Board discussed setting meeting dates 2-3 months in advance due to busy schedules. Meeting dates for January, February and March were decided upon as the Board has a goal to get funding out earlier this year than in year’s past.

Lauren updated the Board on the grant checks and how many were remaining to be sent out. There were some hold ups with check distributions in 2023 that should be avoided given the new W9 requirements on the applications.

1. **Adjournment**
2. The next meeting will be scheduled for the last quarter of the year. Mrs. Abbe adjourned the meeting at 7:15 p.m.