

## DEANA Foundation meeting minutes

Wednesday November 11, 2020 at 6:30pm via Zoom

Attendance: Cassandra Jones, Lisa Mitchell, and Jason Hunter.

Current grant recipients are Reese, Sanders, and Zubiante.

We were awarded a grant from Riverside for \$10,000 deposited on 11/6/2020. This grant must be used by December 30, 2020 and may only be used for the following per the guidelines: contract labor, supplier payments, rent, new or expanded technology applications and wi-fi services, utility payments for business properties, cost of critical business operations (raw materials, marketing expenses, etc), PPE, sanitation supplies and equipment.

The original application that Shari completed requested the funds be used for grant writing, attorney fees, website, social media manager, laptop computer, masks, sanitizer, microphone, projector, and printer.

Discussion of pay for grant writers will be addressed in the near future. Research for payments must be done first. (minimum wage for hourly rates is the mandatory minimum.)

Lisa is to ask her business client that is an attorney if they are a contract attorney.

Jason to take care of board insurance. Also to reach out to Shari regarding past grant application she worked on since no contract was done ahead of time and she has always been a volunteer.

Possible advertising is an add in Senior Living guide, Facebook, or Next door. Graphic design must be done in order to complete the add. Look into contract work for a graphic designer (Cassandra to ask Shari's niece and Lisa to ask Scott Hathaway)

Watch out for venue and caterer refund for deposit on event that was cancelled due to Covid-19.