

Meetings with CBET/EFW staff and Budget Office re: SVCF 2013 grant final report

Meeting Notes

- 1) **1/7/14 meeting with Jenny Castello, Diana Espinoza Osuna, and Lucy Salcido Carter.** Jenny, Diana, and Lucy used the final report workplan (created in December meetings) to review remaining tasks for completion of the final report. The group reviewed the draft documents required for submission of the final report and listed remaining tasks to complete document drafts. Final numbers were added to the data spreadsheets and final changes made to the narrative. Lucy agreed to schedule a follow-up meeting with the Business Office to finalize the 2013 grant expenditures and to complete the budget attachment for the report. Final report was due 1/15/14 but a plan was made to submit the report by 1/10/14.
- 2) **1/7/14 meeting with Vickie Nunes and Dave Vigo.** Lucy, Vickie and Dave reviewed the budget numbers and finalized expenditures and in-kind contributions. Lucy agreed to revamp the budget document format to make the document simpler and more visually pleasing. Vickie asked to review budget and narrative one final time before submission.
- 3) **1/10/14 meeting with Jenny Castello.** Lucy and Jenny finalized all documents required for the final report: cover sheet, narrative, data spreadsheet, final budget, and press coverage list. Final submission procedures were reviewed and an email created with all documents attached as PDFs or Excel spreadsheets. The final report was sent successfully, and Jenny received a response from the foundation stating that the report had been received.