Town of Burlington

Meeting Posting

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Notice of Public Meeting – (As required by G.L. c. 30 A, c. §18-25)

DEPT./BOARD: Town of Burlington Scholarship Fund (TOBSF) Committee

DATE: Thursday January 24, 2019

TIME: 7:00 PM- 9:30 PM

PLACE: Grand View Farm First Floor

AGENDA

1. Introduction of Members
2. Brief History
3. Orientation - Distribution of sample documents
4. Discussion of timeline for spring scholarships awards
MINUTES OF January 24, 2019
Approved February 5, 2019

Members Present:  William Boivin, Sheila Fitzpatrick, Jennifer Kosses, Gina Leary, Rosalyn Minassian

Member Absent: Kent Moffatt

Also Present: Lucy Damiani, Shari Ellis, Amy Warfield, Paul Sagarino, Joseph Attubato

Call to Order
The meeting was called to order at 7:00 pm

Citizens’ Time
There was no one present for citizens’ time

Approval of minutes
There were no minutes of any previous meetings

This was the inaugural meeting of the Town of Burlington Scholarship Fund (TOBSF) Committee. The Committee consists of 6 appointed members: William Boivin, Sheila Fitzpatrick, Jennifer Kosses, Gina Leary, Rosalyn Minassian, and Kent Moffatt as well as Superintendent of Schools designee, Joseph J. Attubato (Burlington High School Support Services Coordinator). All members are non-compensated volunteers.

- Lucy Damiani and Shari Ellis presented a brief history of the previous scholarship committee and its activities.
- The current balance in the Scholarship fund is approx. $27,000 of which $16,000 has been previously committed. This new committee should plan on being able to award $10,000 to this year’s Burlington graduating seniors.
- All meetings are to be posted and public.
- The Committee will have to:
  - Announce all meetings in advance to the Town Clerk and reserve a room for the meeting location.
  - Come up with an application for students to use. Some examples were
provided.
  o Design means of “marketing” the scholarship, both to eligible applicants and potential donors.
    ▪ Create a web page
    ▪ Explore other social media venues
  o Annually report to Town Meeting (likely at the September meeting)
  o Contribute a section to Burlington’s Annual Report

Selection of Officers
  • Chair: Gina Leary
  • Vice Chair: Rosalyn Minassian
  • Secretary: William Boivin

Action Items (responsible member)
  • Create first draft of scholarship application (J. Kosses)
    o Final application needs to be completed and submitted to J. Attubato by March 1.
  • Announce next meeting and reserve room (Chair)
  • Write minutes of this meeting and agenda for the next meeting (secretary)
  • Create a press release to announce that the Committee exists (R. Minassian)
  • Create a list of other high schools that could provide Burlington resident applicants (J. Attubato)
  • Create an e-mail address for the Committee (P. Sagarino)

Upcoming meetings: February 5, 2019 & February 12, 2019, 7:30 – 9:30p.m.

Adjournment
The meeting was adjourned at 8:45 p.m.

Minutes respectfully submitted by:
William Boivin, TOBSF Secretary