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By Town Clerk's Office at 10:56 am, Jan 03, 2020



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

DATE: Tuesday, January 7, 2020

TIME: 7:00 PM- 9:00 PM

PLACE: Grand View Farm, Marion Tavern, 1st floor

AGENDA

1. Call meeting to order
2. Citizens' Time
3. Account balance update
 - a. donations via town website
 - b. flyer update and distribution
4. Application process
 - a. Community service/ sports/clubs clarification
 - b. Essay requirements
 - c. Possible timelines for application process
5. Follow up for last year's recipients
6. Note for selectmen/ town meeting
7. New info, concerns, items

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By Town Clerk's Office at 1:19 pm, Feb 18, 2020



TOWN OF BURLINGTON
Scholarship Fund Committee

MINUTES OF January 7, 2020
Approved February 11, 2020

Members Present: Chair Sheila Fitzpatrick, Vice Chair Gina Leary, Rosalyn Minassian, William Boivin, Jennifer Kosses, Kent Moffatt

Members Absent: Joseph Attubato

1. **The meeting was called to order** at 7:12 pm.
 - a. The minutes of the 11/19/2019 meeting were approved 6-0-0
2. **Citizens' Time** - No one was present
3. **Account balance update** - \$8049.77 currently available to distribute. The balance as of 2/1/2020 will determine the number and value of the 2020 scholarships.
4. **Donations via town website** – Kent will talk with Amy to see if we can get a donate button on the Burlington web page.
5. **Flyer update and distribution** – final flyer was reviewed and approved.
 - a. We will try to get it posted in the library and at other town locations
 - b. We will have flyers available for distribution at the rear of the hall at Town Meeting on January 27.
 - c. The updated flyer has been posted to the TOBSF Facebook page
6. **Application process** - The application format and content was reviewed, updated and finalized at this meeting.



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- a. **Community service/ sports/clubs clarification** – additional info will be requested to show # of hours applications participated in each activity.
This will better indicate level of involvement, not just # of activities.
 - b. **Essay requirements** – A new essay question was selected for the 2020 application
 - c. **Recommendation letters** – the application instructions now state that letters of recommendation should be specific to the applicant’s qualifications for this scholarship.
 - d. **Possible timelines for application process** – Joe confirmed that the 2020 application process schedule would be the same as that for 2019. We will have the application available ASAP and sent to Joe and posted on the TOBSF web page and Facebook page.
7. **Follow up for last year’s recipients** – Kent is working on contacting last year’s recipients to see if they will allow us to use their names and statements from them to promote future TOBSF scholarships. Gina will write a blurb about last year’s recipients.
8. **Note for selectmen/ town meeting**
- a. Approval was obtained from Town Moderator Bill Beyer to give a 5-minute presentation at the upcoming Town Meeting on January 27.



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- b. Talking points for that presentation were discussed. Sheila and/or Bill will make the presentation. Other TOBSF committee members are welcome to attend.

9. New info, concerns, items –

- a. Ros will do a selectmen press release
- b. Sheila will look into getting scholarship info onto BCAT

10. Schedule next meeting and plan agenda

- a. Next meeting 2/4/2020 @7:00 pm
- b. Revising the scholarship scoring rubric
- c. Determining the # and amount of 2020 scholarships

11. Adjourn

- a. Meeting was adjourned at 8:50 pm