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

DATE: Tuesday, October 15, 2019

TIME: 7:30 PM - 9:00 PM

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

AGENDA

1. Call meeting to order
2. Citizens’ Time
3. Committee Officers
   a. Chair, Vice-Chair, Secretary (vote)
4. Account balance $26,811.62 with $22,000 committed, $6,811.62 for the year (so far) as of 8/31
5. Fundraising
6. Future/Recurring meetings
   a. Discuss agenda for next meeting
7. Email monitoring
8. Outreach to last year’s recipients

_______________________________________________________
MINUTES OF October 15, 2019
Approved November 19, 2019

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

Members Absent: Joseph Attubato

1. The meeting was called to order at 7:40 pm.

2. Citizens’ Time - No one was present

3. Committee Officers – Officers were nominated and voted to serve for the next 12 months
   a. President – Sheila Fitzpatrick (6-0)
   b. Vice President – Gina Leary (6-0)
   c. Secretary – William Boivin (6-0)
   d. Sheila will be the monitor of the e-mail account

4. Account balance $26,811.62 with $22,000 committed, leaving $4,811.62 for this year (so far) as of 8/31

5. Fundraising
   a. Gina will look into posting info on our scholarship program and how to contribute on:
      i. Scholarship Facebook page
      ii. Burlington residents’ Facebook page
      iii. Library Facebook page
      iv. Dr. Conti’s Facebook page
   b. Roslyn will compose a letter to the editor
   c. Jenn will post some info articles about the costs of education and encourage donors to help out Burlington students
   d. Jenn will reach out to Joe about including a flier in the handout folder for upcoming University 101 night. Jenn will create the handout sheet.
e. Ros will contact the executive director of the library to ask about putting a link on their website.

6. Outreach to last year’s recipients
   a. Bill will ask Shari Ellis about contacting previous years’ winners
   b. Kent will contact last year’s winners and procure forms necessary to get consent to post photos.

7. Other Items
   a. The facebook page has been getting a good number of likes.

8. Agenda items for next meeting
   a. Review the application form
   b. Discuss the essay question
   c. Work on the rubric
   d. Review legal rules for collecting money (Kent will research)
   e. Next meeting November 19, 7:00 pm

9. Adjourn
   a. Meeting was adjourned at 8:34 pm