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

DATE: Tuesday, February 11, 2020 (rescheduled from 2/4/2020)

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
   - $30,995.32 - Balance
   - $12,000.00 - Commitment from prior years
   - $10,000.00 - Commitment from last year (D.D. & M.W.)
   - $8,995.32 - Uncommitted as of today (1/26/2020)
4. Outreach
   - Town Meeting info
   - Donations via town website - Kent follow up
   - Flyer distribution
5. Application outreach
   - Process to obtain application
     - Request or is there a link
   - Outreach to schools
6. Future/Recurring meetings
   - a. Discuss agenda for next meeting
7. Email monitoring
8. New info, concerns, items
Minutes of February 11, 2020
Approved March 3, 2020

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

Members Absent: Rosalyn Minassian, Joseph Attubato

1. The meeting was called to order at 7:08 pm.

2. Citizens’ Time - No one was present

3. Approval of Minutes – The minutes of the 1/7/2020 meeting were approved 5-0-0

4. Other Items

   a. Sheila and Bill reported on their presentation to Town Meeting
   b. The current balance available for 2020 scholarships is $8995.32
   c. Based on that amount, the committee voted to award three $2500 scholarships in 2020. Bill will contact the Town Administrator to inform him and the selectmen of this decision.
   d. Sheila will ask the Town Treasurer what happens to any funds not claimed by previous awardees. Do they become available for us to award?
   e. It was suggested that we create guidance documents for future TOBSF committee members.
   f. Kent will contact the Town Clerk to see if a donation link can be added to the page where one can electronically pay their taxes. Could they electronically make a TOBSF donation on the same page?
   g. Sheila contacted 32 area schools to announce the scholarship application availability. Applications can be submitted via e-mail or directly to the Guidance Office at Burlington High School.
   h. There was a discussion of the Rubrik rating chart. More flexibility was added to allow scoring in any number from 0-8. Also added the amount of hours involved in each volunteer/work activity.
5. Schedule next meeting and plan agenda  
   a. Next meeting March 3  
      i. Finalize the Rubrik  
      ii. Design a distribution chart for assigning raters to each scholarship application.  
      iii. If pool of money changes, adjust # and amount of scholarships if possible.  
   b. Future meetings April 14 and April 21  
      i. To review and rank all applications  

6. Adjourn  
   a. Meeting was adjourned at 8:40 pm