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By Town Clerk's Office at 10:38 am, Feb 06, 2020



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, 1<sup>st</sup> 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
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**RECEIVED**

By Town Clerk's Office at 8:29 am, Apr 30, 2020

## TOWN OF BURLINGTON

*Scholarship Fund Committee*

### 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.



## TOWN OF BURLINGTON

### *Scholarship Fund Committee*

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#### **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