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TOWN OF BURLINGTON

Meeting Posting

Email Posting to meetings@burlington.org or Bring to the Clerk's Office. Thank you
Notice of Public Meeting – (As required by G.L. c. 30A, c. §18-25)

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

DATE: November 1, 2023

TIME: 6:45 PM

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

Agenda

1. Call meeting to order
2. Citizen's time
3. Review and approve of any prior meeting minutes
4. TOBSF – Status update
 - a. Total Funds and Prior Year Info
 - b. List of Recipients – last 5 years
 - i. Outstanding Payments
5. Procedure Information
 - a. Technology Assets
 - i. Access to the Google Drive
 - ii. Access and updates to Facebook
 - iii. Our email address: scholarship@burlington.org
 1. Requires password and 2 Step Authentication
 - iv. Other skills
 - b. Important contacts
 - i. Where to find them
 - ii. Update of Info Guides
 - c. Open Meeting Laws (OML,) Roberts Rules of Order, Quorum
 - i. Secretary Guidance Documents – attachments for Kate
 - d. Training Ethics every 2 years – who needs?
6. Scholarship Application
 - a. Design – review last years and develop updates
 - b. Rubric – discuss if changes needed – consensus of scoring criteria
 - c. Counseling Department submission –
 - d. Vice Chair record changes to the document and present final product at the next meeting
7. Round Robin – Any committee questions or concerns or new info to share
8. Schedule next meeting –November 29th
9. Adjourn

