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# TOWN OF BURLINGTON

## Meeting Minutes

Email minutes to [meetings@burlington.org](mailto:meetings@burlington.org) or Bring to the Clerk's Office. Thank you

Minutes need to be posted within 30 days or 2 meetings of the board – Draft minutes can be posted and revised at a later date

DEPT./BOARD: Town of Burlington Scholarship Fund Committee

DATE: September 27, 2023

TIME: 6:30 p.m.

PLACE: Grand View Farm

MEMBERS IN ATTENDANCE: Christine Kim; Debra Murphy; Jane Lynch; Terese Weston; Kendra Lamoretti; and Kathleen Asher

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### Minutes

1. Meeting called to order at 6:30 p.m.
2. Citizens' Time: No one present
3. Committee members introduced themselves, as this is the first meeting for the current term.
4. More senior members of the Committee described the process (Agenda, Minutes, etc) to new members.
  - a. Amy Warfield, the Town Clerk, is the primary contact for the Committee and manages the Town's website, including the TOBSF page.
  - b. The scholarship funding and application processes were reviewed.
  - c. The timeline of the scholarship process and scope of schools (highschools having students who are residents of Burlington) were reviewed
  - d. The design of the scholarship application and scoring rubric were discussed. Members suggested removal of the first page of the application (having family information), prior to receipt, so as to reduce potential for bias to enter the scoring and decision process.
5. Finally, a vote was taken for the Officers of the Committee for the present term, with the results being:
  - a. Chairman: Kendra Lamoretti
  - b. Vice Chairman: Christine Kim
  - c. Secretary: Kathleen Asher
6. Committee members determined the dates and times of the next meetings:
  - a. November 1, 2023, at 6:45 p.m.
  - b. November 29, 2023, at 6:45 p.m.
7. Meeting adjourned at 8:10 p.m.

