

MINUTES of January 30, 2023 Scholarship Committee

Members Present:

- **Chair**
- **Vice Chair**
- **Secretary**
- **Other:** Sheila Fitzpatrick, Kent Moffatt, Christine Kim, Jane Lynch, Kendra Lamoretti, Debra Murphy

Members Absent: NONE

1. Meeting called to order at: 7:15pm

a. Discussed

- i. open law training
- ii. ethics training
- iii. meeting minutes for 4/27/2022 -- Sheila is the only one in attendance for 4/27 meeting who is currently present at this meeting to vote on the minutes –
 1. Is this a conflict?
 2. Who do we ask?
 3. Who takes ownership of the task?

2. Citizens' Time: No one present

3. Other Items

a. Review procedures for new members

i. History and documentation

1. TOBSF has been around in some shape or form for 30 years
2. Funded by community contributions
 - a. Review the prior year recipients and who still has not received award. If does not comply before deadline – the funds roll back into the pool
 - b. Current balance is around 15K
3. Committee members are appointed (not elected) every 3 years on a overlapping basis to provide a buffer
 - a. What are the effective date and time frames for each of the current members?

i. Sheila

ii. Kent

iii. Christine

iv. Jane

v. Kendra: September 12, 2022-June 30, 2024

vi. Debra

ii. Community outreach

1. Email address: scholarships@burlington.org
2. FB page has not been updated

3. Kent will get listing of TOBSF social media sites access information from Rosalyn Minassian (ph. 781-354-6798 rosalyn@minassian.me)
 4. Jane Lynch will help with the administration of the FB page
 5. Christine Kim will help with the administration of Instagram
- iii. Scholarship application
1. Review and redesign yearly
 2. Share application with all schools who may have a resident of Burlington as a student
 - a. Joseph Attubato provides list of schools to share info with
 3. Burlington Counseling staff (Joe Attubato and Theresa Cavanaugh) collect applications and redact names and remove any concerns of conflict of interest
- iv. Meeting process
1. Minutes – secretary take notes, share with the committee, committee review and vote on the minutes, submit to town records : Meetings@burlington.org
 - a. Secretary takes ownership of this task monthly
 2. Agenda – identify topics for discussion, draft and submit no later than 48 hours in advance: Meetings@burlington.org -- will receive date stamped copy that the agenda is officially submitted
 - a. Who takes ownership of this task monthly?
 3. Citizens time – time allotted for any public individuals to present information to the committee
 4. Contacts
 - a. Paula Mcman – to reserve Grandview farm for meeting time
 - i. Who takes ownership of this task monthly?
 - b. Amy Warfield – technical issues/questions
 - c. Juiling Delosreyes – town accountant – budget for scholarship
 5. CISCO Webex capability for online meeting
 6. Documents housed in Google drive
 7. Sheila will provide members access to:
 - a. Email address
 - b. Google drive
 - c. CISCO Webex
- b. Review 2023 application and set dates
- i. We will formally review the application at the next meeting
 - ii. Scoring rubric
 1. Would like to share our scoring rubric in a modified manner on the application
 2. Should we have a minimum word count for the essay?
 3. Double scoring on the essay section
- c. Vote officer positions
- i. Chair – Sheila
 - ii. Vice Chair – Kent

iii. Secretary - Kendra

4. Schedule Next meeting and plan Agenda

- a. February 27, 2023
- b. Update the application and select final dates
- c. Sheila to provide more information about the scholarship fund and committee responsibilities

5. Meeting was adjourned at: 8:30 PM