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## TOWN OF BURLINGTON

*Scholarship Fund Committee*

### MINUTES OF DATE March 16, 2021

*Approved April 20, 2021*

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

**Members Absent:** Joseph Attubato

**1. The meeting was called to order** at 6:40 pm.

- a. The minutes of the 2/16/2021 meeting were approved 5-0-0

**2. Citizens' Time** - No one was present

**3. Other Items**

- a. 10 e-mails were received to the committee e-mail account requesting application info
- b. E-mails were sent to all of the schools; 2 schools required address updates
- c. Current balance = \$22,688  
Remaining to be distributed from years prior to this committee = \$6,000  
Remaining to be distributed from last year's recipients = \$2,500  
Therefore, balance available for TOBSF awards = \$14,188
- d. Kent/Sheila will contact John Danizio to see about closing out last year's awards and how to handle putting a deferral statement onto the award letter saying if not claimed by (date) award becomes null and funds go back to TOBSF.
- e. Sheila will create a spreadsheet of our award winners with names, amounts, and contact info.
- f. Gina will draft a new award letter specific to our scholarship. Who would sign?
- g. We brainstormed sections needed for instruction manual
  - i. School contacts
  - ii. How to do minutes of meetings
  - iii. How to do agendas of meetings
  - iv. Log of previous recipients
  - v. Info about our google drive
  - vi. How money goes into and is taken out of the TOBSF account



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- vii. Prior TOBSF committee contact info
- viii. Press contact info
- ix. Scoring process
  - 1. Divvying up applications
  - 2. Rubric use
  - 3. Review of finalists
- x. Other scholarship letters that were used as guidance
- h. On 4/5, Sheila will collect applications
  - i. Jenn will run algorithm to assign reviewers
  - ii. Sheila will distribute
  - iii. All will have scores ready for next meeting on 4/13
  - iv. At that meeting we will define finalists and redistribute to all for final scoring
- 4. Schedule next meeting and plan agenda**
  - a. Next meetings April 13 and April 27
- 5. Adjourn**
  - a. Meeting was adjourned at 7:50 pm