



Town of Northborough Scholarship Advisory Committee

63 Main Street
Northborough, MA 01532

Meeting Minutes

April 17, 2004 10:00 – 11:30 a.m. at the Northborough Library meeting room

Present: Stacey Incorvaia, Joyce Isen, Laurie Klein, Greg Young

Absent: Margie Hurwitz, Bob Melican or representative

Housekeeping: Minutes of the March 8, 2004 meeting were approved.

Appointments: Greg and Laurie were reappointed for 3-year terms. Greg will remain Chair for another year.

Publicity Scrapbook: Stacey showed us the clipping book that she is now maintaining.

— FUNDRAISING —

1. Northborough Businesses: We should all go through this list and identify any businesses with which we have some personal connection. Those businesses will not receive a fundraising letter in the mail; we will hand carry it instead. Don't contact them until the letter is ready. Please give your list of contacts to Laurie so she will not put them on the mailing list. She will organize the bulk mailing project. Our tentative list so far:

Laurie: Armeno's, Clipper Barn, Doggie Den, Krause Electric, Mayo's Pets, Special Teas

Stacey: Pickle Haus, Curves, Beezers, O'Briens, Strut (Westboro), T. Rose Karate, Naturally Chiropractic.

Greg: East Main Auto, Beaumont Rehab, ARHS Alumni Group 1992

Joyce: Trombetta's, Kowal Communications, Choson Taekwondo, Mass. Electric

2. Curves/Pickle Haus Fundraiser: Maria from Curves will place ads and Chris from Pickle Haus will designate one or more low carb menu items. A part of the money from each menu item will go to our fund.

3. Beezers Fundraiser: This is the high carb menu. Steve and Linda will designate a portion of sales on a given day to our fund.

4. Applefest: Jason from the Elderly/Disabled Fund would like to share a booth with us. Greg applied and got us space # 137A, near Main St. It is 17' x 50' and there is no charge for it. We will need things like tables, signage, and a sun/rain shade. Stacey is the Applefest Coordinator and will work these issues with Jason. Since we have two quilts to raffle off, it would be nice if they could contribute an item or two as well. The date for Applefest is Sept. 18.

— DOLLARS FOR SCHOLARS REVISITED —

We're not interested at this time in becoming the umbrella organization for all the scholarships in town. We still like the idea of presenting the check directly to the students, but need a letter informing them of their obligation to report the award to their school's financial aid office.

DFS has a bulk mailing permit we can use but we would have to take the mailing to Wakefield. Laurie will investigate using another permit here in town.

Still open: whether to pay the students in August or January.

— LETTERS NEEDED —

Laurie will update her earlier letter for the bulk mailing. We also need a general thank-you letter and a more personal one for our personal contact businesses. We still want to send a decal to every donor. Question: should we use the names of award recipients in fundraising letters? Greg will ask Barry about asking Town Counsel. Greg will also ask about storing the packets of old applications. Is this necessary? They contain a lot of personal and financial information.

— SCHOLARSHIP APPLICATIONS —

We got 27 this year. Greg removed identifying information from each application, made copies for review, and made 2 packets with 4 sets of score sheets and rating sheets. Laurie and Stacey will share a packet, and Joyce and Margie will share the other. Laurie suggested we read them all through once, then read them again and score them. Stacey suggested flagging interesting points with post-it notes. We should come up with our top 6 or maybe top 10 candidates. We hope to meet on Thursday, April 29, to compare notes. Interviews may not be needed if we are in agreement on the top 6. Note: Greg can set us up with a conference phone call if that would help.

— TOWN MEETING INFORMATIONAL FLYER —

Margie got permission from Moderator Fred George to place an informational flyer on the tables at Town Meeting. Laurie will write the draft and Stacey will figure out how to print it. Fred George has to review it before printing.

Action items:

Everyone: Go through the Northboro businesses list and send your contact list to Laurie.

Laurie: Find a bulk mailing permit we can use. Update the old fundraising letter. Write the draft of the informational flyer for Town Meeting and pass it to Fred George for review. Write a Congratulations letter for recipients (and have something for them to sign; remind about notifying financial aid office of award) and a Regrets letter for those who did not receive an award, using Southboro's letters for inspiration.

Greg: Check with Barry and/or Town Counsel re: using student names in fundraising letters (or getting their permission to do so), and storage requirements for past applications containing sensitive information. Also, check with Bob D'Amico about making our awards at the last Selectmen's meeting in May and verify the date (May 24?).

Joyce: Bring easel paper pad and markers to Stacey's for 4/29. Write the minutes. Help Laurie with letters as needed.

Stacey: Get Town Meeting flyer printed. Talk with Jason about items to raffle off at Applefest.

NEXT MEETINGS:

Working meeting (not public): Thursday, April 29th at Stacey's. 7 p.m.
Public: Monday, May 10, at 7 p.m. (Town Hall Conference Room C?)

Respectfully submitted,
Joyce Isen, Secretary

Distribution:
Scholarship Committee members (5)
Bob D'Amico, Board of Selectmen liaison
File copy for Town Clerk
June Hubbard-Ward
Bob Melican