



Town of Belchertown  
**SCHOLARSHIP COMMITTEE**  
School Central Office  
14 Maple Street  
Belchertown, MA 01007  
Tel: 413-323-0425



Final Minutes of January 26, 2018

Members Present: Donna Lusignan, Karol Coffin, Mike Knapp, Lorraine Alves and Lisa Aiken.  
Minutes by Clerk Lisa Aiken

6:00 p.m. – Chairman Lusignan opened the meeting.

Minutes of November 15, 2017: K. Coffin made a motion to approve the minutes as amended. L. Alves seconded. Minutes approved 4:0:1 (1 absent at prior meeting).

Scholarship Fund Account Balance Update: The balance as of January 23, 2018 was \$4,698.07. (+ \$1082 from 1/1/2018). This increase was mostly accredited to the committee's donation insert that was included with the town's quarterly tax bill mailing. Other forms of donations received were by separate checks and a few online payments.

Ethics Testing: D. Lusignan reminded committee members of the online ethics testing requirements that need to be completed and certification sent to the Town Clerks Office.

Scholarship Committee Annual Town Report: Chairman Lusignan submitted the Scholarship Committee Annual Town Report for year 2017 on January 9, 2018.

Tax Bill Insert/Web link: Committee members discussed possibilities on how to maintain continued support for funding. Suggestions included continuing to add the donation insert into the quarterly tax bill mailings, utilizing the Sentinel for announcing when scholarship applications are available, announcing prior year award recipients and thanking those who made donations to the fund. L. Alves suggested asking if the Scholarship Committee can set up a table at the upcoming Project Runway event which will be held on Friday, February 9, 2018 at BHS.

Discussion/ Action Items:

Scholarship Fund Application, Information and Instructions –Cont'd: The application has been revised in greater detail and will be finalized at the next meeting slated for February 6, 2018. This updated version of the application is a shared Google Doc.

6:43 p.m. M. Knapp left the meeting.

BHS Website Portal: The Scholarship Application will be forwarded to the Schools IT Dept. for upload to the BHS website, once finalized. In addition, paper applications will be available at the guidance offices located at the Pathfinder Regional, BHS and Belchertown Public Schools' Superintendent's Offices.

Tax Deductible Inquiry: D. Lusignan will inquire as to whether donations are tax deductible now or in the future due to the new tax laws that may/may not affect incoming donations.

7:28 p.m. L. Alves made a motion to adjourn the meeting, D. Lusignan seconded, and all were in favor (4:0:0)