



Town of Belchertown
SCHOLARSHIP COMMITTEE
School Central Office
14 Maple Street (Rte.202)
Belchertown, MA 01007
Tel: 413-323-0425



Final Minutes of August 16, 2017

Members Present: Karol Coffin, Michael Knapp, Lisa Aiken Donna Lusignan

Members Absent: Donna Robbins One At-Large Member Seat is vacant. Minutes by D. Lusignan

6:00pm –Chairman D. Lusignan opened the meeting.

Discussion Items:

- Welcome Home School Committee Member: Lisa Aiken was welcomed as the Home School member. She will be an asset to the committee as she has several years of experience with home-schooling her children and will be able to offer some insight as to broadening the scope of awarding home-schooled children and their needs towards secondary education.
- At-Large Member Vacancy: The Scholarship Committee is currently seeking one At-Large Member Seat. This position will remain posted until filled.
- Re-cap ~Senior Awards Night: D. Lusignan and Vice-Chairman Theresa Przybylowicz (now resigned) attended Senior Awards Night on May 19, 2017 at the BHS. An informational table was set up in the lobby from 5:45pm to 9:30pm. The Committee is trying to conduct more public outreach as to who we are, what we are trying to accomplish and our goals for student success. fAlthough a noteworthy effort; no check donations were received.
- Tax Bill Flyer: D. Lusignan created a flyer and worked with Belchertown's Town Accountant and Treasurer Collector for approval to have it included into the residential quarterly tax billing mailing due August, 2017. The Committee was pleased with the results as shown in our new account balance. (See below).
- Scholarship Fund Account Balance-Update: As a direct result of the Tax Bill Flyer, the balance of the scholarship fund went from \$763.01 to \$2246.06.
- New Scholarship Committee Website (www.belchertown.org.): D. Lusignan has designed a Scholarship Committee website that can be viewed via Belchertown's main web page. The committee held discussion as to posting criteria and agreed to omit an email address at this time, until a proper portal can be set up.

Discussion Items: Cont'd –

- Scholarship Committee Letterhead: The Committee has decided to keep the letterhead in its current form. An email address will not be added, at this time.
- Committee Fundraising –Do's & Don'ts's: D. Lusignan had made contact with town entities with regards to committee fundraising rules and regulations as a municipal committee. This Committee is constrained and not allowed to seek out donations via fundraising activities though we are allowed to conduct public outreach, and raise awareness on what we do, who we are and what our goals are.

- Press Release: D. Lusignan has drafted a Press Release for the committee to review. The “One Buck” Campaign posting will be forwarded to committee members for review. L. Aiken proposed a posting in the Sentinel slated the week of September 28 based on the premise that it may draw extra readers’ attention due to the upcoming Belchertown Fair circular. The Committee will finalize the Press Release and hold further discussion on this matter at their next meeting slated for September 20, 2017.
- Other/Advertising:
 - a. M. Knapp suggested possible use of the “Sandwich Board” located on the common as means of public outreach and reminder to donate in the quarterly tax billing cycle.
 - b. M. Knapp suggested the use of Facebook (Social Media) as a means to raise public awareness, particularly around graduation time when parents and students alike are more apt to be interested on how to acquire funds to alleviate college expenses.
 - c. L. Aiken suggested using the Belchertown Fair, as means for public awareness and fundraising activities. D. Lusignan noted that because we are a non-profit we are not allowed to use this venue but will inquire.
 - d. M. Knapp suggested retaining the use of a parking lot for fair parking, as means for fundraising activities, on behalf of the Scholarship Committee.
- Scholarship Fund Application, Info. & Instructions, Cont’d: The committee will continue to work on revising the outdated language, requirements and instructions for student applications. Discussion ensued as to allowing these applications to be sent in by students via email and accessed by the committee when review time begins. Currently, all applications are submitted on paper. D. Lusignan and K. Coffin will speak with their respective IT Directors for information as to how this process can be implemented. The committee will continue this matter at their next meeting.

Action Item(s):

- Re-organization of Board Members/Designations: D. Lusignan made several attempts to hold a meeting since last held on May 10, 2017 but could not obtain a quorum. D. Lusignan informed all members via email that re-organization of committee members needed to occur, so that matters requiring voting could move forward. The committee was urged to attend the August 16, 2017 meeting. D. Lusignan informed committee members present of each designations duty (i.e. Chair, Vice-Chair and Clerk) for clarification. Hence, as of this meeting a quorum has been met and committee members present voted on the following designations and accepted service until June 2018.
 - K. Coffin to nominate D. Lusignan as Chairman, M. Knapp seconded, All were in favor.(4:0:0) D. Lusignan accepted the nomination as Chairman.
 - M. Knapp to nominate himself as Vice –Chairman, D. Lusignan seconded. All were in favor (4:0:0). M. Knapp accepted the nomination to serve as Vice-Chairman.
 - Discussion: L. Aiken requested information as to the Clerks position and what it entails. D. Lusignan provided a copy of the Open Meeting Law –Guideline Handbook to assist and emphasized minutes of the meetings need to be on file in draft form within 10 days of the meeting, then to be reviewed by the committee and presented in its final format at the next meeting for final approval and vote. Once complete, the Clerk is responsible to have them stamped and entered into record by the Town Clerks Office.
 - D. Lusignan to nominate L. Aiken as Clerk, K. Coffin seconded. All were in favor (4:0:0). L. Aiken accepted the nomination to serve as Clerk.

- Set Monthly Meeting(s) Schedule: D. Lusignan informed the Committee she would be setting a monthly meeting schedule to tend to matters on a timely basis and prepare for the upcoming 2018 school year. Approximately, 2.5 months have surpassed without having a meeting due to the unavailability to obtain quorum status. D. Lusignan has concerns that matters required voting have become difficult going forward. She suggested the Committee would be able to entertain a summer hiatus once the school year has ended, possibly in July, but matters should be kept timelier. Members present agreed, reviewed their time schedules and cohesively agreed that Wednesdays at 6pm appeared to be the best day/night of the week. The committee voted (4:0:0) to set the new monthly schedule. The next Scholarship Committee meeting will be held on Wednesday, September 20, 2017 at 6pm at the Central School Office.
- Adjournment: D. Lusignan made the motion to adjourn, M. Knapp seconded, All were in favor (4:0:0).