



Town of Weymouth
Scholarship Fund Committee
TOWN HALL, 75 MIDDLE ST., WEYMOUTH, MA 02189
(781) 335-2000



Minutes
Meeting February 15, 2022

The Town of Weymouth Scholarship Fund Committee met on February 15, 2022 at 7:00 PM. Due to the covid-19 pandemic, the Scholarship Fund Committee Meeting was held via zoom.

CALL TO ORDER: Call to order 7:01

Present: Jaimie Lane, Caitlin McInnes, Tracey Nardone, Ginny Snell, Annmarie Rush, Alicia Lyons, Matthew Tierney, Michael Grafton, Donna Shea (joins late)

ACCEPTANCE OF MINUTES: December 7, 2021

Motion to approve the minutes was made by Jaimie Lane and seconded by Matt Tierney. All in favor:

- Jaimie Lane: yes
- Tracey Nardone: yes
- Ginny Snell: yes
- Annmarie Rush: yes
- Michael Grafton: Yes
- Alicia Lyons: yes
- Matt Tierney: Yes
- Caitlin McInnes: yes
- Donna Shea: not present

CHAIRPERSON'S REPORT: Ginny Snell

- Real Estate and Excise mailing updates
 - Real Estate tax went well, mailed in December
 - Getting ready to send excise, hoping to post on the 25th
 - Brochures are ready
 - Envelopes have not arrived at BillTrust yet.
- Printing Costs
 - For this mailing, biggest one, quoted approximately \$8500
 - This will put us over the \$11,000 budget



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- However, we got approval for this from Town Hall
- Good new: we have lots of stationary and stamps from last year so we do not need to worry about those costs
- Open Meeting Law Training-Feb 17 at 10, March 8 at 6, March 22 at 3
 - By March 22nd please send Ginny a pdf copy of the certificate
 - Fill it out by hand and scan back best way possible
 - Tracey shared the form to us to request the certificate
 - Caitlin will post the form
- M. Makanui 2019 scholarship not redeemed
 - Check never cashed
 - Ginny will pursue getting money back into our treasury
- Superintendent Designee report
 - School Committee has been notified that Tracey is the superintendent designee
 - Students have reached out to Tracey about the application after she shared at school committee meeting
 - Many students did not know they could apply if going to community college, night school, trade schools, etc.
 - Tracey will continue to share about the application at school committee meetings
- Supplies
 - We have supplies. Let Ginny know if you need anything (stationary, envelopes, or stamps)

TREASURER'S REPORT: Michael Grafton

- Submitted the \$2100 invoice for December mailing
- Received many donations since December
 - \$51,413.66 from sponsors
 - \$36,000 of this was Pizza
 - We had \$3000 left over from last year so we now have \$39,000 in Pizza account
 - February \$3900 in donations have come in
- We received \$1000 without mention of sponsor or memorial



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- Alicia will follow up with this donor. Remind the person they can name this donation as a memorial scholarship
- Motion to approve the treasurer's report was made by Annmarie Rush and seconded by Donna Shea. All in favor:
 - Jaimie Lane: yes
 - Tracey Nardone: yes
 - Ginny Snell: yes
 - Annmarie Rush: yes
 - Michael Grafton: Yes
 - Alicia Lyons: yes
 - Matt Tierney: Yes
 - Caitlin McInnes: yes
 - Donna Shea: yes

SUB-COMMITTEE REPORTS:

- **Budget Sub-Committee** (Ginny Snell, Michael Grafton, and Jaimie Lane)-
 - Budget was \$11,000
 - Balance of \$7942.73
 - Brochures and envelopes estimated to be \$8500. Town of Weymouth was contacted and they have approved covering the additional costs
 - All scholarships from 2021 have been paid except \$1000
- **Award Selection Committee Report** (Donna Shea)-
 - 11 applications have been received to date
 - Caitlin has them to begin scoring Community Involvement
 - Michael will do the Financial sections moving forward
 - Alicia will do work history
 - Donna continues to "code" applications to ensure confidentiality
- **Sponsor Liaison Sub-Committee** (Annmarie Rush) -
 - Reviewing new information regarding sponsor funds coming in
 - Pizzi scholarships will be \$4000 moving forward
 - Any past Pizzi recipients will continue at \$3000
 - Garden Club will do 2 scholarships this year @ \$1500 each



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- Will continue to track sponsor money coming in to ensure all received
- **Publicity and Recognition** (Matt Tierney)-
 - Please remember to “like” posts so they stay at the top of members news feed
 - Will post again next week during vacation as a reminder to put in application
 - Will add information about dropping applications in a lock box at Town Hall
 - Matt asks how to push notice of all students can apply
 - Ginny asks that we list all criteria/scoring areas
 - Others share importance of informing that trade schools, returning students, adults going back to school, night school students, community college students, etc. are all listed as people who can apply
 - Matt would like to hold off on instagram. So photo driven, worried about posting students’ faces. Looking for feedback
 - Members all agree
- **Corresponding Secretary Report** (Alicia Lyons)-
 - Michael dropped off information, donations, and numbers
 - Alicia will get letters out and follow up on the unknown Dunn scholarship
 - She does not need supplies at this time
- **Data Management Sub-Committee** (Jaimie Lane)-
 - Nothing new for data management
 - Ginny shared about Excise tax mailing
 - Nothing new with website
- **Scholarship Applicants Coordinator** (Michael Grafton and Jaimie Lane)-
 - Since our December meeting, we have now reached all outstanding applicants
 - One student Kyle Wagner, will not be attending school.
 - This was a \$1000 scholarship, money will not be allotted.
 - At this time all scholarships paid
- **Nominating Committee 2022** (Annmarie Rush and Jaimie Lane)-
 - No information



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OLD BUSINESS:

- Share/Review Community Involvement Scoring guidelines!
 - This is in the “general information” folder in the google drive
 - Details with lots of examples for future scorers to utilize

NEW BUSINESS:

- Application Changes/Thought
 - Community Involvement: Add a box to indicate range of hours per semester
 - Not needed with new scoring guidelines
- As we dive into awarding, ensure that we have official listings with matching spelling, names, and amounts
 - This is more easily managed with the use of the google drive now
 - Donna will use the list and Annmarie will also check to ensure all scholarships are awarded

MEETING DATES:

- March 8, 2022
- April 12, 2022

ADJOURNMENT:

- Motion made by Donna Shea and seconded Jaimie Lane. All in favor:
 - Jaimie Lane: yes
 - Tracey Nardone: yes
 - Ginny Snell: yes
 - Annmarie Rush: yes
 - Michael Grafton: Yes
 - Alicia Lyons: yes
 - Matt Tierney: Yes
 - Caitlin McInnes: yes
 - Donna Shea: yes
- Adjournment at 8:15 pm.