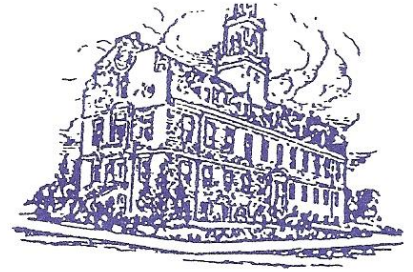




Town of Weymouth  
**Scholarship Fund Committee**  
TOWN HALL, 75 MIDDLE ST., WEYMOUTH, MA 02189  
(781) 335-2000



**AGENDA**  
**Meeting October 24, 2019**

The Town of Weymouth Scholarship Fund Committee will meet on Thursday, October 24, 2019 at 7:15 P.M. in the Kelly Room at Town Hall

**ACCEPTANCE OF MINUTES:** May 14, 2019 meeting

**CHAIRPERSON'S REPORT** Lois Desmond

- Introduction and welcome to new member Caitlin McInnis
- Report on meeting with Mayor Hedlund and Ted Langill on September 11, 2019
- Lock box for scholarship applications
- Report on 2019-2020 Scholarship Fund inserts
- 2019-2020 Membership contact list
- Contacts and activity over summer

**TREASURER'S REPORT** Ginny Snell

- Treasurer's Report
- Distribution status of 2019 Scholarship Awards

**NOMINATING COMMITTEE REPORT and ELECTION OF OFFICERS** Ginny Snell and Annmarie Rush

**APPOINTMENT OF SUB-COMMITTEES**

- Publicity and Recognition – Michael E. Grafton
- Sponsor Liaison Sub-Committee -- Annmarie Rush
- Award Ceremony Sub-Committee -- Ginny Snell Chairperson
- Nominating Committee – Donna Shea, Maureen Hanifan
- Data management Sub-Committee – Jaimie Lane
  - Duties include but not limited to: draft, price and manage Scholarship inserts for municipal bills, edit and update Scholarship Fund Web pages on the Town Web site
- Budget Sub-Committee -- Ginny Snell, Lois Desmond
- Coordinator of Scholarship Applicants – Jaimie Lane
  - Duties include but not limited to: setting up Applicant Data Base and updating as necessary; drafting and delivering to Treasurer's Office Award Authorization

letters and recipient cover letters and stamped envelopes; follow up on processing recipients' awards before deadline.

### **NEW BUSINESS**

- Appointment of Sub-Committee to review procedure for sponsor requests for recipient awards and, if necessary, draft letter/email to sponsors setting out Scholarship Fund criteria and rules for accommodating specific requests.
- Goals for 2019-2020
  - Fillable Scholarship Application
  - Streamlining procedures and tasks
  - Develop ways to increase donations and sponsors
  - Any other goals the committee deems beneficial
  
- Meeting dates

### **ADJOURNMENT**