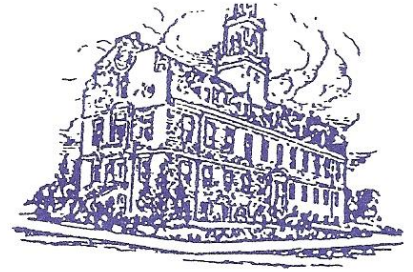




Town of Weymouth
Scholarship Fund Committee
TOWN HALL, 75 MIDDLE ST., WEYMOUTH, MA 02189
(781) 335-2000



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

SUB-COMMITTEE REPORTS

- Sponsor Liaison Sub-Committee—Annmarie Rush
- Publicity and Recognition –Maureen Hanifan
- Award Ceremony Sub-Committee – Ginny Snell
- Budget Sub-Committee – Ginny Snell and Lois Desmond

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