



Town of Northborough

Scholarship Advisory Committee

63 Main Street
Northborough, MA 01532

Meeting Minutes

September 2, 2004 7:30 – 8:45 at Town Hall

Present: Margie Hurwitz, Stacey Incorvaia, Joyce Isen, Laurie Klein, Marshall Klein (guest),
Greg Young

Absent: Bob Melican or representative

Housekeeping: Minutes of the August 9 and May 17 meetings were approved. Margie will obtain a report of our current financial standing.

Applefest:

Booth plans for the street fair:

Joyce: stepladder and folding table

Stacey: ?umbrella if needed, ribbon for balloons, raffle tickets and fishbowl

Laurie: Signage: 1. Thank you sign for National Grid, BJ's Wholesale Club, others, with four line items describing our committee. 2. Sign with raffle ticket prices and thank you to Terry Crean. ?rubber stamp for "Donor."

Margie: table décor plus helium tank and balloons

Greg: cashbox and cash, folding chairs

Staffing: Laurie will be out of town. Everyone else will help set up at 7 and rotate staffing as needed till 4.

Other: Greg to write thank you letter to Terry Crean for the donated quilt.

Joyce to write thank you letter to BJ's Wholesale Club for donated gift card.

Stacey to call Jason re: coordinating booth space and activities with Elderly/Disabled committee

Fundraising:

The decals were returned to the printer by our designer because the quality was not good. Stacey will let us know when the new batch comes back.

Joyce has the Excel file with Northboro business names, owners, and addresses. Need to weed out duplicates and figure out how to print labels. Also need to revise solicitation letter. We'd like to use envelopes with the town return address printed on them.

Greg will contact the DECA advisor at Algonquin to see if they would like to do a fundraising project for/with us this year.

Next Meeting:

Informal Applefest work meeting: Stacey's house, Monday, September 13, 7:30 p.m.

Future formal meetings on Thursdays, 7:30, at Town Hall:

October 7, November 4, December 2.

Respectfully submitted,

Joyce Isen, Secretary

Distribution:

Scholarship Committee members (5)

Bob D'Amico, Board of Selectmen liaison

File copy for Town Clerk

June Hubbard-Ward

Bob Melican