

## Minutes of the Northborough Scholarship Committee

November 17, 2003 7:30 – 9 p.m. at Town Hall Room C

Present: Margie Hurwitz, Stacey Incorvaia, Joyce Isen, Laurie Klein, Greg Young

Absent: Bob Melican

Minutes of the October 20, 2003 meeting were approved.

We discussed Laurie's proposal for scholarship eligibility, requirements, and process. Laurie will draw up a sample cover letter and application for us all to review. Her second draft incorporating the review comments will be ready for approval by the Selectmen at their December 15 meeting. We also want to get comments and approval from Lois Jonis (ARHS Guidance), Bob Melican (Northboro/Southboro Superintendent of Schools) and our liaison with the Board of Selectmen. There is currently a bit of confusion over whether this is Kathleen Polanowicz or Bob D'Amico.

We decided for spring 2004 to award six \$500 scholarships.

Stacey will be our public relations specialist. She will write a draft of a mission statement for the committee that will help us with publicity. She will also look through the "Dollars for Scholars" materials for ideas.

We need to determine how to distribute our applications and how to publicize our scholarships and our fundraising projects.

Questions for June at our next meeting:

- Which town resources (photocopying, faxing, other?) can we use in our fundraising efforts?
- What is the official name of our group?
- To whom do donors make out their checks?
- Are donations tax deductible?
- Can we put an informational flyer in with the next mailing of the tax bills? When is that?

It appears that the Lions Club owns the signboard at the corner of Blake and Main. We would like to find out how to put a message there. Other ways to consider reaching large groups: homecoming (fall), Thanksgiving Day football game, Applefest, Town Meeting, July 4, other outdoor concerts and events.

NEXT MEETING: December 15 (Monday) at 7:00. June Hubbard-Ward has been invited. Greg will invite Bob Melican. Greg will schedule the room and post the meeting notice with the town clerk.

Respectfully submitted,  
Joyce Isen, Secretary

Distribution:  
Scholarship Committee members (5)  
Kathleen Polanowicz, Board of Selectmen  
File copy for Town Clerk  
June Hubbard-Ward  
Bob Melican