



Town of Northborough

Scholarship Advisory Committee

63 Main Street
Northborough, MA 01532

Minutes of the Northborough Scholarship Advisory Committee

December 15, 2003 7:00 – 8:15 p.m. at Town Hall Room C

Present: Margie Hurwitz, Stacey Incorvaia, Joyce Isen, Laurie Klein, Greg Young, June Hubbard-Ward

Absent: Bob Melican

Minutes of the November 17, 2003 meeting were approved.

June Hubbard-Ward distributed a financial statement for our account. Our balance is \$4,852.45. In 2003, the donations totaled \$736. In previous years, the account had collected about \$100 per year, which barely paid the subscription fee for Dollars for Scholars. June also distributed the section of the Mass. General Laws that applies to our committee just to make sure we were using the correct criteria for awarding scholarships. She said we can use the photocopier at Town Hall for small tasks but not for a large mailing or a flyer.

June said we most likely need a separate, companion “gift account” to receive donations that can be used for administrative and fund raising expenses. We cannot use the main account money for those purposes. We need to ask the Selectmen to establish a gift account for us. She will send to Greg the wording used by the Elderly/Disabled Fund committee when they came before the Selectmen. Donations to both accounts are tax deductible. Checks can be made out to Town of Northborough.

June sends out about 6,000 real estate tax bills each time. Dates are end of June, end of December, and end of March. We should let her know in May if we want to print a message on the back of the insert to the June bill. We need to coordinate with the Elderly/Disabled tax fund committee; the insert letter should acknowledge both funds. There is also a check-off for donations on the motor vehicle tax bill.

With June’s help, we decided that our official name was the Town of Northborough Scholarship Advisory Committee. Joyce will update the letterhead to reflect this. When we give awards, we submit the names of the recipients to June and she cuts the checks. We will give these to the students in the spring at some kind of ceremony.

Greg reported on feedback from Lois Jonis in the guidance department at Algonquin. She thought our overall plan was terrific. For “Extracurricular Activities” on our application, she suggested that students just attach the tables they have already typed up for their college applications. We don’t need to ask for GPA and class rank; they show up automatically as part of the transcript. Good timeline: applications out on March 1, due back on April 1. She was ambivalent about requiring personal interviews. We will do this only if needed to separate close

contenders. Joyce will update our application to reflect these changes and have it ready to go by the end of the week.

Joyce is waiting to hear from Margaret Gibbons in guidance at St. John's and reported on a phone conversation with her. She asked us to send her two copies of our application in the spring. She will publicize it to Northborough seniors. She recommended not relying too heavily on things like GPA and class rank to assess students. She said those are only small factors among many others. Joyce is also waiting to get feedback from Kathy and Brian Huckins, homeschooling parents in Northborough. Specifically we wanted to know what type of publicity would reach them to let them know about the scholarship program. We plan to send applications to the guidance departments of private schools where Northborough students are seniors; we don't know yet about sending individual letters to homeschooling families.

Bob D'Amico is our liaison to the Board of Selectmen. Greg will meet with him in January, and will see if he wants to attend our meetings regularly or send another representative. We will try to go before the Board in January with our whole proposal, including the request for the gift account. Greg will ask Bob how to get scheduled on the agenda for the late January BOS meeting.

Stacey reported on publicity and fundraising. She distributed a draft of a mission statement for review. She would like to design a tri-fold brochure. Press releases should go out in January to announce the program. Letters to the Editor would also be a good idea; could Bob write from the Selectmen? We need to find a visible place and a good time for our awards ceremony. Perhaps a Selectmen's meeting because they are televised? Other ideas: put information in the Town Report in March. Stacey will contact Dollars for Scholars to see if they will send us a guest speaker (maybe for our March meeting?), and to ask what kinds of fundraising techniques working in other towns. Another early project will be writing to town businesses for donations and rewarding them with a window decal.

Laurie suggested that once the gift account is established, we all make a donation directly to it so we can have some seed money for admin and fund raising expenses. Donations made via ~~tax bill~~ check-offs go into the account that is solely for scholarships.

NEXT MEETING: January 5 (Monday) at 7:00. We also hope to meet with the Board of Selectmen near the end of January but don't know the exact date yet.

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