



Town of Northborough

Scholarship Advisory Committee

63 Main Street
Northborough, MA 01532

Meeting Minutes

January 5, 2004 7:00 – 8:15 p.m. at Town Hall Room C

Present: Margie Hurwitz, Stacey Incorvaia, Joyce Isen, Laurie Klein, Greg Young, Bob D'Amico

Absent: Bob Melican

Housekeeping: Minutes of the December 15, 2003 meeting were approved.

Annual Report: Greg distributed a draft of our article for the annual Town Report. It was approved with additions which were also incorporated into the new Mission Statement. Our regular meetings will be the 2nd Monday of each month.

Board of Selectmen presentation/approval: Greg will draft our petition to the Board of Selectmen based on the wording used previously by the Elderly/Disabled fund committee. We are looking for approval of our process and plans, plus their authorization to establish a gift account. Bob will try to schedule us for the beginning of the meeting on January 26. The town administrator will compose the motion for the BOS to vote on. Greg will be our presenter at that meeting. He will also solicit input from Bob Melican before that meeting, and will find out who Bob will appoint to be the school district representative to our committee.

Publicity: Stacey will draft a press release for the papers and cable TV to go out immediately after we get BOS approval. It will announce the committee, the program, how to get applications, the due date, and information about how to donate. Phase Two will be a mailing to town businesses.

Fundraising: Stacey will call Dollars For Scholars to find out who our contact is, and will try to arrange a speaker for our March meeting. Greg will check with June Hubbard-Ward on the mechanics of setting up and using our gift account. Joyce asked how to put a flyer into the townwide mailing of the census form next January.

Applications: Joyce will contact the MIS manager at Town Hall to see if our application can be downloaded from the town website. She will contact the Superintendent's office to obtain a list of homeschoolers, and will contact area public and private schools to see if Northboro students are seniors there this year. She will write a cover letter for guidance counselors and for homeschool students with overview information about the application and due date. The committee can review this work on February 2. Applications should go out at least two weeks before March 1.

UPCOMING EVENTS: Coffee on ~~Wednesday, January 21~~, at Stacey's house (141 Indian Meadow). Presentation to BOS Monday, January 26.

NEXT MEETINGS: Monday, February 2, at 7:00.
Monday, March 8, at 7:00, with Dollars For Scholars rep

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