

Notes drafted by Anita Lichman  
Participants: Camille Kauffunger, Anita Lichman  
October 25, 2017

Agenda:

1. Approval of Minutes
2. RSU1 October Board Meeting
  
3. Fall Festival
  
4. Scholarship Committee

Approval of Minutes: Camille & Anita approved September Committee meeting notes. Anita will forward the September meeting notes to the Town Webmaster to post on the town website.

RSU1 October Board Meeting: Camille will contact Anita Brown and follow up about information shared in the October RSU1 Board meeting and ask if Anita Brown would like the town to do a reminder notice to residents about the upcoming election. Camille will also invite Anita Brown to the Fall Festival.

Fall Festival: Camille will reach out to J'adore to secure festival decorations, discuss playing music with Nancy S and having Suki support Nancy's leather making table while Nancy plays music, call Pleasant Pond to secure apples for pressing, Dale at the fire station to discuss activity details and to Ash to talk about developing a sign with reminders such as bring a white shirt, apples, a treat to share. Anita will reach out to Dena about Jenga and the banner for the fall festival, bring decorations, table cloth, chili and cider, and extra cloths to dye.

Scholarship Committee: Camille reported that the town has not issued receipts for tax deductible donations to the scholarship fund in the past. Camille is going to reach out to Jeremy and Lisa to ask about a "deposit ticket" and the preference for a fall versus summer date for the yard sale that benefits the scholarship fund. Anita agreed to call Wendy at work to reach out about the scholarship allotment and submitting an invoice to the town.

### Next Steps

Anita will forward the September meeting notes to the Town Webmaster to post on the town website.

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Anita agreed to call Wendy at work to reach out about the scholarship allotment and submitting an invoice to the town.

#### Committee's Annual Tasks

- 1) Create annual monthly meeting schedule & post on town calendar, Google Town calendar, and Arrow publication. (AUGUST)
- 2) Identify Arrow newsletter submission dates, coordinate submission dates with Committee meetings to ensure timely announcements/material from the Committee in the newsletter (2015-2016 months of publication are listed as August, November, February, May). (AUGUST)
- 3) Secure RSU1 School Board meeting schedule & assign Committee members to attend & report back to the Committee (SEPTEMBER)
- 4) Identify date & outreach schedule for the Fall Festival., create event work plan. (SEPTEMBER)
- 5) Review term limits & schedule reappointments, recruitment, and swearing in ceremony. (SEPTEMBER)

-Three year terms: Vacant, Camille (Expire September 2017)

-Two year terms: Ash, Anita (Expire September 2018)

-One year terms: Vacant

- 6) RSU1 Student List Review & Approval (OCTOBER)
- 7) Check in with Select Board about Scholarship process to ensure steps are accurate and information required is included in the process. (MARCH)
- 8) Send reminder to save items for the yard sale and to make a tax deductible contribution to the scholarship fund. (DECEMBER)
- 9) Send out application to all those eligible with an established deadline (4-5 weeks to submit), post application & deadline on Town website. (LATE FEBRUARY)
- 10) Announce Pre-K information session & RSU1 school registration deadline. (MARCH)
- 11) Town Annual Report (MARCH)
- 12) RSU1 Student List Review & Approval (APRIL)
- 13) Submit annual Committee budget request to Select Board with Scholarship names & replenish fund request. (APRIL)
- 14) Create summer activity schedule (i.e. Clam Camp etc.). (APRIL)
- 14) Send award letter to scholarship recipients, post awards in Arrow & website, & invite awardees to the Town meeting. (MAY)
- 15) Prepare for Town meeting presentation. (JUNE)

Meeting adjourned 6:30pm. The next meeting is November 29, 2017 at 6pm at the Town Hall.