

Notes drafted by Anita Lichman  
Participants: Ash Kahrl, Camille Kauffunger, Anita Lichman  
November 29, 2017

Agenda:

1. Approval of Minutes
2. RSU1 October Board Meeting & Student List
3. Fall Festival Wrap Up
4. Scholarship Committee & End of Year Solicitation
5. Looking Ahead

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

RSU1 October Board Meeting & Student List: Anita shared notes from the November board meeting, the group decided not to send a representative from the Committee to the December board meeting but Camille agreed to reach out to Anita Brown, Arrowsic's Board representative for an update after the next meeting. Committee members provided verification of students on the RSU1 student list.

Fall Festival Wrap Up: Camille sent thank you notes, Ash will email photos for use on the website and Arrow to Camille. Feedback noted that earlier in the year (October instead of November), music, a model for the CPR demonstration would improve the festival for next year.

Scholarship Committee & End of Year Solicitation: Camille will reach out to the Arrow to find out if there will be another publication prior to the end of the year. If so, the Committee agreed that the scholarship awardees and a solicitation request for the Scholarship funds can be submitted to the Arrow for the end of 2017. In addition the Committee agreed to include an announcement about a summer yard sale and reminder to town members to donate their items to help the scholarship fund at the yard sale. Ash agreed to write an announcement/ad for the yard sale. Anita agreed to reach out to Walter Briggs to connect the Briggs family with the town and complete necessary paperwork for the scholarship to be applied. Lastly, it was discussed to start to integrate scholarship fundraising into all Committee events including creating a small vintage styled tote to sell.

### Next Steps

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

Camille agreed to reach out to Anita Brown, Arrowsic's Board representative for an update after the next meeting. Committee members provided verification of students on the RSU1 student list.

Ash will email photos from the festival for use on the website and Arrow to Camille.

Camille will reach out to the Arrow to find out if there will be another publication prior to the end of the year.

Ash agreed to write an announcement/ad for the yard sale.  
Anita agreed to reach out to Walter Briggs.

#### 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 7pm. The next meeting is January 24, 2018 at 6pm at the Town Hall.