

Notes drafted by Anita Lichman  
Participants: Ash Kahrl, Camille Kauffunger, Anita Lichman  
January 27, 2017

Agenda:

1. Approve Minutes
2. Committee Member Updates & Swearing In
3. RSU1 Budget & Board Meeting Schedule
4. RSU1 High School Building Update
5. Scholarship Committee

1. Approve Minutes

Minutes were approved. Anita will forward final minutes from the November 2016 meeting to the Town webmaster to post for public viewing.

2. Committee Member Updates & Swearing In

Ash & Anita were sworn in for their terms. It was noted that Dena Bachman, Erin Hart, and Matt Bachman (alternate) have resigned from the Committee. Camille reported that Jerry will stay on as an alternate and Camille will ask Jerry to be sworn in during Town Hall hours.

3. RSU1 Budget & Board Meeting Schedule

It was confirmed that Anita will attend the upcoming RSU1 Education Board meeting on 3/27. Camille agreed to circulate the RSU1 Education Board and RSU1 Budget meeting schedule to Committee members to aim to have representation from Arrowsic at the meetings. Other town members, in addition to the Committee members, will be reached out to in order to have sufficient resources to accomplish this task with reduced Committee members available.

4. RSU1 High School Building Update

Camille shared a brief update about the High School Building land purchase. Camille agreed to draft an announcement to circulate in Arrowsic about the upcoming public forums about the High School.

5. Scholarship Committee

Anita & Camille provided a summary of the meeting with the Select Board about the scholarship committee. Anita will update the scholarship application draft and Ash will prepare the application for update on the Town website. Anita will add scholarship timeline updates to the Committee's annual tasks for smooth transition and future sustainability. Lisa Holly briefly joined the meeting to share scholarship committee materials. Lisa encouraged the group to request that the Town replenish annual withdrawals to the scholarship fund.

There was also a discussion about utilizing the Town website for Committee representation & communication. Ash agreed to review the website and work to ensure the Committee was represented and using the technology to meet Committee goals and serve the Town.

#### Next Steps

1. Anita will forward final minutes from the November 2016 meeting to the Town webmaster to post for public viewing.
2. Camille agreed to circulate the RSU1 Education Board and RSU1 Budget meeting schedule to Committee members to aim to have representation from Arrowsic at the meetings.
3. Camille agreed to draft an announcement to circulate in Arrowsic about the upcoming public forums about the High School.
4. Anita will update the scholarship application draft and Ash will prepare the application for update on the Town website.
5. Anita will add scholarship timeline updates to the Committee's annual tasks for smooth transition and future sustainability.
6. Ash agreed to review the website and work to ensure the Committee was represented and using the technology to meet Committee goals and serve the Town.
7. Camille will ask Jerry to be sworn in during Town Hall hours.

#### 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) Send out application to all those eligible with an established deadline (4-5 weeks to submit), post application & deadline on Town website. (LATE FEBRUARY)
- 8) Announce Pre-K information session & RSU1 school registration deadline. (MARCH)
- 9) Town Annual Report (MARCH)
- 10) RSU1 Student List Review & Approval (APRIL)
- 11) Submit annual Committee budget request to Select Board with Scholarship names & replenish fund request. (APRIL)

- 11) Create summer activity schedule (i.e. Clam Camp etc.). (APRIL)
- 12) Send award letter to scholarship recipients, post awards in Arrow & website, & invite awardees to the Town meeting.
- 13) Prepare for Town meeting presentation. (JUNE)

Meeting adjourned 7:05pm. The next meeting is March 23, 2017 Thursday at 6pm at Town Hall.