

Notes drafted by Anita Lichman

Participants: Ash Kahrl, Camille Kauffunger, Anita Lichman, Lisa Margoli

January 24, 2018t 6:30p

Agenda:

1. Approval of Minutes
2. Scholarship Committee
3. Clam Camp
4. RSU1 Meeting

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

2.Scholarship Committee: Dates for this year's yard sale were discussed and it was noted that total sales were reported as approximately the same for summer and fall dates and the Committee can determine the date of the upcoming yard sale based on Committee and other volunteer availability. Camille is going to look at the date for open lighthouse day as a point of coordination for the year to come. Anita confirmed that all the awarded scholarships for 2017, plus the one from 2016 that was carried over, had been dispensed as of this meeting. Ash agreed to print up thank you notes for the Committee to send to a handful of donors in 2017. It was also noted that there is no current publication date for the Arrow and that Ash will put the article about last year's yard sale on hold until the Arrow has a new publication date. It was also noted that depending upon the new date of the Arrow publication the article could be more of a save the date than a recap. Anita agreed to check to make sure the scholarship application is updated online for 2018 and to identify the students of focus for this year's round of scholarships. Camille to coordinate a check in time for the scholarship process with the Select Board prior to the application process in 2018. Anita agreed to write up the summary of steps for the scholarship process for 2018.

3.Clam Camp: Lisa joined the meeting and a proposed schedule of activities for clam camp was discussed. Lisa agreed to draft a potential list of activities and dates, Camille agreed to research potential artists to help with a specific activity, Ash agreed to print passports once the activities and dates were settled upon.

4.RSU1 Board Meeting: Camille agreed to reach out to Anita Brown to discuss the upcoming budget schedule as well as the teen project for the Patten Free Library regarding ways the Town can contribute

Next Steps

1. Anita will forward the November meeting notes to the Town Webmaster to post on the town website.
2. Camille is going to look at the date for open lighthouse day as a point of coordination for the year to come.
3. Ash agreed to print up thank you notes for the Committee to send to a handful of donors in 2017.
4. Anita agreed to check to make sure the scholarship application is updated online for 2018 and to identify the students of focus for this year's round of scholarships.
5. Camille to coordinate a check in time for the scholarship process with the Select Board prior to the application process in 2018.
6. Anita agreed to write up the summary of steps for the scholarship process for 2018.
7. Camille agreed to research potential artists to help with a specific activity,
8. Ash agreed to print passports once the activities and dates were settled upon.
9. Camille agreed to reach out to Anita Brown to discuss the upcoming budget schedule as well as the teen project for the Patten Free Library regarding ways the Town can contribute.

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 7:25pm. The next meeting is February 28, 2018 at 6pm at the Town Hall.