

**The College Club Scholarship Fund
Annual Meeting Minutes
Friday, September 29, 2017 @ 8 PM**

Attendees: Debra Chromy, Lorna Moritz, Elizabeth Tyminski, Lisa Portney, Mary Klatt, Pam Memishian –
All members attended via conference call.

The meeting was called to order by President Debra Chromy

1. Approval of Minutes from April 2017
 - a. Motion: It was moved by Elizabeth Tyminski and seconded to approve the minutes of the April 2017 Board meeting. Motion carried.
2. Nominations for & Election of Officers
 - a. Lorna Moritz – President
 - b. Adela Penagos – VP
 - c. Elizabeth Tyminski – Treasurer
 - d. Lisa Portney – Secretary
 - e. Motion: It was moved by Debra Chromy and seconded to approve the slate of CCSF offices. Motion carried.
 - f. Debra Chromy ceded the floor to newly installed President Lorna Moritz to chair the remainder of the meeting.
3. Financial Report
 - a. Treasurer Elizabeth Tyminski reviewed the financial report as of 8/31/17.
 - b. BALANCES
 - i. Savings: \$11,215.23
 - ii. Checking: \$38,486.39
 - iii. Endowment – Merrill Lynch: \$60,210.47
 1. Cash/Money Mkt: \$26,437.96
 2. Priced investments: \$33,772.51
 - c. TOTAL: \$109,912.09
 - d. Motion: It was moved by Mary Klatt and seconded to put the financial report on file. Motion carried.
 - e. Elizabeth informed the Board that the tax return would be prepared by the prior accountant at a cost of approximately \$600 and would be filed no later than November 15.
4. Other Business
 - a. Action item: Executive Committee will review the by-laws in two meetings and then propose any changes to the full Board for consideration by November 13.
 - b. Action item: Lorna will survey full board to confirm an October meeting date for the week of October 23.
 - c. Open item: Review the pilot scholarship payment approach no later than November 13 meeting.
 - d. Member update: Polly Conlon has resigned as a board member of CCSF, Christine Chamberlain is not a board member, but represents the CC Board of Directors at meetings, Sondra Reifer has resigned as a board member of CCSF.
 - e. Action Item: Debra to follow-up on CCSF email account username and password
 - f. A general schedule of meetings and CCSF activities was developed.
5. Adjournment - The meeting was adjourned by President Lorna Moritz

Meeting Schedule		
October 5, 2017	7:00 PM	CCSF Meeting: Executive Committee re: By-Laws
October 25, 2017	7:00 PM	CCSF Full Board Meeting
November 2, 2017	7:00 PM	CCSF Meeting: Executive Committee re: By-Laws
November 13, 2017	7:00 PM	CCSF Full Board Meeting
December 6, 2017	7:00 PM	CCSF Meeting: Executive Committee re: By-Laws
December 11, 2017	7:00 PM	CCSF Full Board Meeting
January 08, 2018	7:00 PM	CCSF Full Board Meeting
February 08, 2018	7:00 PM	CCSF Full Board Meeting
March 12, 2018	7:00 PM	CCSF Full Board Meeting
April 09, 2018	6:00 PM	CCSF Full Board Meeting followed by finalist selection
May 14, 2018	7:00 PM	CCSF Full Board Meeting
June 11, 2018	7:00 PM	Annual CCSF Meeting and Election of Officers for 2018-19
Event Schedule (DRAFT)		
December 1, 2017	Appeal Letters	
December 29, 2017	Follow-up Appeal Letter E-mails	
January 26, 2018	Notify Schools & Book meeting room at Boston Public Library	
March 16, 2018	Deadline for Application	
March 02, 2018	Fundraiser Activity	
March 23, 2018	Applications Organized for Review	
April 06, 2018	E-mail from group Readers: Provide Top two selections Email from Group readers: provide top two selections; Email from full readers provide top 4 selections; compiled list sent to all prior to selection meeting	
April 09, 2018	Finalist Selection	
April 10, 2018	Notify Finalists	
April 28, 2018	Interviews and Final Selection	
May 01, 2018	Notify Winners	
May 07, 2018	Reception - Tentative	

Member	Office	E-mail	Cell
Angela Atwell	Member	AngelaKatwell@gmail.com	(617) 877-7107
Debra Chromy	Member	drdebra@chromy.org	(617) 233-3971
Mary Klatt	Member	mary@marymklatt.com	(617) 529-8630
Pam Memishian	Member	pam-memishian@comcast.net	(617) 895-7535
Lorna Moritz	President	Moritz.lorna@outlook.com	(617) 719-1097
Margaret (Peggy) Nakache	Member	Panaka1@aol.com	(617) 262-8711
Adela Penagos	Vice President	adelapenagos1@gmail.com	(574) 850-7894
Lisa Portney	Secretary	Lisa.portney@gmail.com	(978) 273-5911
Tamara Omazic	Member	Omazic.tamara@gmail.com	(202) 321-3891
Elizabeth Tyminski	Treasurer	etyminski@yahoo.com	(617) 875-3516