

College Club Scholarship Fund

Meeting Minutes

Saturday, January 7, 2017

10 – 11:30 A

College Club Members Room

Attendees:

Present: Debra Chromy (Chair), Elizabeth Tyminski (Treasurer), Lisa Portney (Secretary), Mary Klatt, Angela Atwell, Lorna Moritz and Tamara Omazic

Not Present: Adela Penagos (Vice President), Sondra Reifer, Christine Chamberlain, Polly Conlon, Pam Memishian

Welcome

- Debra thanked everyone for sending out letters before the holidays. The letters and email reminder before year-end resulted in a number of donations.
- Meeting Minutes from 25Nov2016 last meeting approved with the correction of the spelling of Catherine Chiu's name.

Membership Updates

- Two new CCSF members approved on 07Jan2017: Lorna Moritz and Lisa Portney
- Christine Chamberlain resigned as secretary; but remaining on the CCSF Board
- Lisa Portney nominated and voted in as secretary

Donations Update

- We received 29 donations from the December appeal letter
 - Tax deductions for the year in which the check was written
- We also received 3 donations prior to the appeal letters being sent

Action Item: Elizabeth to update the mailing list to indicate who we received checks from. Elizabeth is sending out thank you cards for tax purposes; but others may want to write personal thank you notes to those they sent letters to.

Current Scholarships

1. 8 scholarships currently ongoing
 - a. Class of 2018: \$8,000 each to 2 students
 - i. \$1,000 per student per semester
 - b. Class of 2019: \$12,000 each to 3 students over 4 years
 - i. \$1,500 per student per semester
 - c. Class of 2020: \$6,000 each to 3 students over 2 years
 - i. \$1,500 per student per semester
2. A motion was made and seconded to offer two new 4-year \$1,500 per semester scholarships for the Class of 2021; after discussion, the motion was passed unanimously.

The College Club Scholarship Fund Application

- The committee reviewed the draft application for 2017 and proposed changes.

Action Item: Debra to fix typos in College Club Scholarship Fund Application by 14Jan2017 and have it uploaded to the website.

Additional Fundraising Efforts

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- Lorna to update guidance counselor letter
- Mary and Polly to make calls to guidance counselors
- Donald to perform mail merge
- Tamara to revise CCSF brochure
- Current appeal letter is on College Club website
- Winter Fundraising Appeal
 - Plan to send out new brochure and updated fundraising letter in March

Action Item: Lorna to update guidance counselor letter by 14Jan2017

Action Item: Tamara to send list of BPS High School guidance counselors to the CCSF by 10Jan2017 (specifically Mary, Polly, and Lorna)

Action Item: Tamara to update brochure and send draft to CCSF by 14Jan2017

Additional discussion topics for the next meeting:

- Donation to school vs. students
- Follow-up plan on student status

Action Item: Moving to Dropbox from GoogleDocs

Upcoming Events

- Meetings:
 - Saturday February 4 at 10 am
 - Saturday March 4 at 10 am
 - Saturday April 8 at 10 am
 - Friday, May 5 at 5 pm
- Awards Ceremony May 23rd
- Mother-Daughter Tea Date TBD – excess funds go to CCSF

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