

**DRAFT**

Minutes of the Lincoln Scholarship Committee

**Virtual Meeting**

**Pursuant to Governor Baker's March 12, 2020**

**Order Suspending Certain Provisions of the Open Meeting Law**

April 14, 2021, 3:15 P.M. Lincoln, MA

via ZOOM

The meeting was called to order at 3:15 pm, with a review of protocols by Barbara Slayter for meetings conducted on zoom. In attendance were members Carolyn Dwyer, Aldis Russell, and Barbara Slayter, along with Colleen Wilkins, Lincoln's Finance Director, who had prepared a power point presentation on the LSC accounts.

The presentation was intended to give us up-to-date information on what is in the various accounts and to help orient Aldis, as the newcomer on the committee. We all found it highly useful. We reviewed terminology, the use and intent of funds, the ways the non-expendable and expendable accounts are related to each other, the timing of adjustments among the accounts, and various Trust Fund policies. We had opportunity to ask questions and to clarify any lingering confusion. Subsequently Colleen sent us the slides she presented, and we each now have them for easy referral. We also receive quarterly reports from Veronica Phillips for our records.

After Colleen departed, we discussed plans for the interviews of applicants on Wednesday, April 28, and arranged for getting materials to Susan Taylor and Kenny Mithcell, the Codman Trust representatives.

Michael Dolan returned for a brief discussion of managing the meeting and its participants on April 28, as well as procedures for notifying all the participants.

Carolyn provided the minutes of the last meeting which was on January 21. Barbara noted that in the intervening two and one-half months, a lot had been happening on an individual basis with reviews of various materials circulating among us, including the following:

- The application and instructions were updated and posted online February 1.
- A system for making contributions to the LSC through an online donation portal was introduced by the Town Offices.
- Nancy prepared a month-by-month final report documenting the various steps for LSC activities through the year with documents for reference. The report was reviewed and edits incorporated.
- The appeal letter was drafted, printed, assembled and mailed to all households in Lincoln
- The Board of Selectmen posted the position and ultimately appointed Aldis Russell to replace Nancy Marshall who officially resigned from the LSC, February 1, 2021

Carolyn offered a motion to approve the minutes of January 21. Barbara seconded the motion, and the minutes were approved.

The meeting was adjourned at 4:06 p.m.

Respectfully submitted,

Barbara Slayter