

**Arts & Technology Education Fund Committee**  
**February 1, 2023 Minutes**

*Those in attendance: Hana Barker, Candy Chase, Theresa Evans, Jay Lang, Carrie Meikle, and Evelyn Thoren.*

*Virtual: Beverly Barrett and Kirk Marshall*

The meeting was called to order at 6:06 pm.

In regards to the Minutes of 6/6/22, Beverly corrected the spelling of Bill Silver. Theresa made a motion to approve the minutes with correction and Hana seconded. All approved.

The ATEF Financial Report shows a balance of \$43,320.56. Evelyn brought up the possibility of investing in CDs with current rates of 3-4%. Kirk was concerned that it was up to the Town Accountant how to invest. Beverly stated that ATEF has previously invested in CDs to grow our funds. Carrie suggested that we consider multiple CDs and stagger the length in case we wanted to access funds. Evelyn suggested that we invest  $\frac{1}{2}$  to  $\frac{3}{4}$  of our available funds; no more than \$30k.

Theresa made the motion to authorize Evelyn to discuss investment options of up to \$30k of ATEF funds into CD(s) with John Souza. Beverly seconded. All approved; Kirk approved by email and again when he could unmute.

Hana made the motion to authorize investing up to \$30k in one or more CDs. Theresa seconded. All approved.

Last year, the ATEF application was posted at the beginning of February. Kirk proposed that we increase the award amount. Theresa said that there was no need to change the deadline since it was 8 weeks away. Evelyn will announce at the next Select Board meeting, post on town website and speak at the School Committee meeting.

Hana said that it would be great to increase awards which are currently up to \$750. Kirk proposed that we increase to \$1000. Kirk made a motion to raise the ATEF awards to \$1000. Hana seconded. All approved.

Evelyn noted that we would need to make the following changes to the application:

1. Change \$750 to \$1000
2. Change dates to 2023

Theresa added that we had discussed adding a question “Have you asked your principal or department coordinator for funds?” Kirk pointed out that in previous years, Jay had indicated that CPS would have funded certain projects if they had asked. Jay said that there is a one time purchase request offered in March.

Evelyn asked where the question should be added. Theresa suggested after the amount requested and before the project schedule. Jay suggested the wording “department coordinator or building administrator.” Beverly suggested at the end with applicant signature, but then agreed with Evelyn that it would be better on the first page.

Theresa said that further elaboration beyond a yes or no answer was necessary. If yes, how much? If no, why? Does the school support the project? Hana has the document and can make changes. Jay suggested that we entrust Hana with wording and format.

Theresa made the motion to change dates to 2023, amount to \$1000 and add question(s) to application. Kirk seconded. All approved.

Theresa made the motion to authorize Hana to develop question(s) based on discussion. Candace seconded. All approved.

Evelyn stated that the cover letter needed dates changed. No vote needed.

For the upcoming meeting schedule, Evelyn will attend the next Select Board to announce ATEF applications. Jay suggested that she attend the March 7 School Committee meeting. Hana and Evelyn will check the Town Manager email address on application to make sure the applications go through Kristina Bruce.

The next ATEF will be Wednesday, April 26 at 6 pm at the Central Office School Committee meeting room. Carrie will be away so Theresa will take notes. Hana will probably have to attend virtually.

There were no further questions or new business. Beverly made a motion to adjourn; Candace seconded. All approved.

The meeting adjourned at 6:56 pm.

Respectfully Submitted,

Carrie Meikle  
Secretary, ATEF