

BILLERICA SCHOLARSHIP FOUNDATION

RECEIVED

November 5, 2025

2025 JAN - 5 AM 11:30

A meeting of the Billerica Scholarship Foundation was held on November 5, 2025, in the Evelyn Haines Room at Billerica Town Hall.

BILLERICA  
TOWN HALL

Jim Gately called the meeting to order at 7:05PM. We were unable to use Zoom.

Members present who constituted a quorum: Brenda MacDonald, Sharon Ferris, Tracy DeJoy, Jim Gately, Patty Membrino, Larry Norman, Denise Salemme, Mary Anne Durand, Mike Rosa, and Dana Reardon. Alyssa Bartlett attended by speaker phone. Those who were absent: Al Tassone and Jim Spinale.

Sharon Ferris pointed out an error in the October minutes. A motion was made to approve the minutes of the October meeting as amended, by Mike Rosa, seconded by Larry Norman. All in attendance voted in favor of accepting the minutes.

Corresponding Secretary's Report – Sharon Ferris said that she is up to date. Thank you notes are out.

Treasurer's report – Sharon Ferris reported that she has a lot of updates. The town of Billerica is redoing their general ledger accounts. They were hoping to have it done by end of December but now it will be the end of June. Sharon met with the Town Accountant to get our accounts cleaned up and organized. Still working on that. Scholarship money will be out starting mid to end of December. The emails are ready to send out to students requesting proof of tuition before they receive their checks. Sharon will have a list to the town accountant of scholarship checks that will be going out. Brenda MacDonald asked about the meeting with the investment company, Bartholomew. Sharon said the meeting has been pushed back because of the GL changes.

Calendar Update – Patty Membrino said that she had collected the remaining calendars from the library. There are 25 calendars remaining. She shared totals of calendars sold last year, and of some previous years. We are still doing pretty well; the numbers have been pretty consistent. Brenda asked Mike Rosa what he would like to have done with the remaining calendars, as he is the buy-back sponsor. He said giving them to the food pantry to distribute again this year would be good. He would like to have a few for himself to distribute. Patty gave Mike the suggested donations for the buy-back. He will get the money to Sharon Ferris.

Savers Drive – Sharon Ferris reported that Mike Rosa dropped off pallets to her house to keep items off the ground. The unit will be coming Thanksgiving week. She will start promoting the drive before Thanksgiving. Everything will be in the unit so we will not need to load a truck. Will focus on clothes this time-we will take books, though. Sharon was wondering if she should request to schedule another drive in the spring. The last two years we had them in April/May, as she worked with the class sponsors. Dana Reardon said for the sake of items piling up at Sharon's house, we should do a spring drive.

Scrip (Gift Card) discussion – Alyssa Bartlett said she needed to work on a graphic to promote this program. Sharon Ferris said she does not have a list of past gift card buyers, but she knows who a lot of them are. Alyssa will try to get the graphic ready by Thanksgiving. She will sync up with Sharon to go over the schedule.

Autographed Football Update – Sharon Ferris said we have 62 out 100 squares sold. She asked if we should consider shutting it down. At this point we would yield \$1200. Larry Norman asked if anyone was going to be going to a Patriots game- it would great to sell during tailgating. Mike Rosa said he thought we were going to keep going up through trivia. We will wait as it will also be close to the Super Bowl. Will continue to post on social media.

Trivia Night – Brenda MacDonald has confirmed ad book covers. We have three teams registered and paid. Letters have gone out. The wheel barrel from O'Connor's is secured. Jim Spinale usually gets the alcohol donations. Dana Reardon suggested waiting until closer to time as Jim may be well enough to do that again, even with help if needed. Sharon said we still need one more sponsor for a round. They will be listed on the score sheet and on the screen. Mike Rosa said he will do one. The three round sponsors (\$250 each) will be Rooter-Man, John LaFauci, and Mike Rosa. Brenda said Alyssa has been shadowing her on some things and has some suggestions for next year, such as online sign-up.

Replicas – Brenda MacDonald found out new pricing. The design fee for a new replica is \$125- 2 proofs, 140 words on the back, logo, and QR code. The price would be \$13.75 each, minimum order of 24, plus shipping and handling. Six-to-eight-week delivery of a new replica. Before, the design fees were \$75 and \$11 each. She brought a bunch to the Rustic Barn, where they sell them for us. We are running low on a couple of designs. Darlene Torre is still interested in the large order for the Vining but is talking to other people about it. Brenda has given her all the information. There are 15 of the new High School and 8 of the Tech, and she thinks that both would be sufficient for this year. She also thinks that pricing should go up to \$25. Mike Rosa suggested we go up on the price now and see how that works out before we order more. Mary Anne Durand thought that was a good idea. Lary Norman made a motion to increase the price to \$25; seconded by Mike Rosa; all in favor. Brenda will notify the Rustic Barn. If someone says they saw the \$20 price in the Community News, we will sell it to them for \$20. Brenda brought up that the company, Cat's Meow, makes ornaments. We would have to initially spend money to get them made. Sharon Ferris suggested bringing this back up in March/April because of timing.

Library Basket – Dana Reardon and Denise Salemme said the basket is all set.

Misc. other business – Tracy DeJoy told us about ornaments her friend makes using oyster shells, etc. She will get more information for us. John LaFauci has donated Bruins tickets to us to raffle. He suggested that we raffle them separately, not at Trivia. He wants us to make the money off of them that they are worth-\$500. The game is on March 10, versus the LA Kings. He wants to sell 200 tickets, and he will sell tickets. Mary Anne Durand mentioned that people are more apt to buy tickets if they know there is a limited number of tickets being sold. The committee thought that 100 tickets would be more realistic. Jim Gately said we should check with John LaFauci first, with our decision, before going forward. Mary Anne Durand is contacting Mary St. George in the School Department for the number of kindergartners in the system. Mary Anne had questions about minimum amounts to order, and the lead time for ordering and receiving the tickets. Brenda said that last time we ordered them in February. Mary Anne will be away and asked if someone could order the tickets for her-class of 2038. As far as the blood drive in November, Tracy reached out to the Red Cross, but they still have not responded. Dana Reardon asked if we just show up to help and they will tell us what to do. Yes. Sharon had many suggestions based on her years of working the drive-find out what to do if someone comes in late, monitor the food table, keep an eye on people in case they need assistance. If they give you the extra snacks at the end, rehome them, for example bring them to the Boys and Girls Club. Alyssa Bartlett asked if we have an email address. She does not want to

give out her personal email so she will make a gmail for herself for scholarship. Mike suggested that we give her access to the committee's email. Sharon will get that to her. Alyssa also sent us through email the graphic for Scrip that she put together. Sharon said our website needs some TLC and updating. We should put it on the next agenda. Her friend, Reid, will manage it but needs the information from us. Mike said they went live with the town's website. You need to sign up to get agendas. Look to see if it needs to be corrected.

Motion made to adjourn the meeting by Mike Rosa, seconded by Larry Norman; all in favor. The meeting adjourned at 8:08PM.

The next regular meeting will be held on December 3, 2025, at 7:00PM in the Evelyn Haines Room in the Town Hall.

Respectfully submitted,  
Patty Membrino, Secretary