

**Williams-Rockwell Educational Gift
Foundation Committee
Meeting Agenda**

January 27, 2016
3:00pm

Organizational Meeting

Committee Members:

Mark P. Hawke, Mayor or Designee
Atty. James M. Walsh, City Council President or Designee
Charlene M. Daigle, City Treasurer
Denise L. Clemons, Superintendent of Schools
James R. Abare, Representative of the Gardner School Committee
Dr. Paul Damour, Trustee- 3 year
Theresa Thompson, Trustee- 3 year
Atty. Robert Rice, Trustee- 2 year
Dr. James Faust, Trustee- 2 year

- I. Call to order
- II. Roll call
- III. Election of Officers
 - a) Chair
 - b) Vice Chair
 - c) Treasurer
 - d) Secretary
- IV. Organization of Committee
 - a) Overview of Committee Requirements, Mark P. Hawke, Mayor
 - b) Tenure of Officers (**vote required**)
 - c) Meeting Schedule (**vote required**)
 - d) Rules for Committee Meetings (**vote required**)
- V. New business
 - a) RFQ Presentation by Mary Delaney, City Purchasing Agent
 - b) Adoption of Application Process (**vote required**)
- VI. Adjournment