

**Arts & Technology Education Fund Committee
November 6, 2025 Minutes**

Those in attendance: Hana Barker, Beverly Barrett, Candy Chase, Izzy Hastie, Kirk Marshall, Carrie Meikle and Evelyn Thoren

Absent: Linda Hirsch, and Jay Lang

Please note that Theresa Evans has resigned

The meeting was called to order at 6:00 pm.

Evelyn asked if there were any changes or corrections to the 7/24/25 minutes. No changes. Beverly made a motion to approve. Izzie seconded. All approved.

Izzie presented the financial report. \$44,873.82 is available. Hana made a motion to approve; Candy seconded. All approved.

The town meeting approved the changes to the ATEF by-laws. There were a couple abstentions and a few questions. Evelyn suggested that we should collect photos of ATEF funded projects for the ATEF website to show what we have worked on: Byam book room, 3D printer at CHS, ChiPs, etc.

We could also tap into Chelmsford News for publicity. Our current website only goes back to 2015 so we will need to compile historical lists. Evelyn will look in her notes.

ATEF is currently waiting for the MA Attorney General to approve the by-law changes. Once we have approval, the application can go out in January. We will need to set a deadline and state that funds need to be expended by “date”. We will see how it goes this year and iron out any bugs. We will need another meeting to go over changes to the cover letter and application.

Changes that will need to be made include updating dates, emphasizing the signature for approval, and adding some grant examples to the cover letter. We will need to make sure Linda and Jay can attend the next meeting.

Izzie will work on the draft and put the changes in red. We will need to put an updated form on the website and make sure that no one uses the old form. We should have a Plan A and a Plan B in case we do not receive the AG approval before the end of January.

Kirk said that we should focus on our new target-school clubs. Theresa Evans has resigned from the ATEF committee due to commitments with a new job. She is at CHS and could be our liaison with the clubs and staff. Evelyn will ask her.

Kirk said that we should cultivate relationships with the administrators at each school. Candy and Evelyn will work on setting up meetings with the two middle school principals and the CHS principal.

In a previous meeting, Linda Hirsh mentioned an ATEF grant brainstorming session at the curriculum coordinators meeting. Evelyn will ask her to follow up on that idea.

Under old business, nothing else needed to be discussed. Under new business, we should ask the treasurer about the ATEF CDs to make sure we are getting the best interest.

ATEF cannot cover club student fees. The school or PTO usually covers students who can't afford fees. Izzie suggested that we target outreach to art clubs.

The next meeting will be either December 3 or 10. We will need to post the open ATEF position. We should recruit at PTO meetings. Izzie will ask around.

Kirk made a motion to adjourn. Izzie seconded. All were in favor. The meeting was adjourned at 7:10 pm.

Respectfully Submitted,

Carrie Meikle
Secretary, ATEF