

April 6, 2004

Memorandum

TO: Robert Foulz, Chair  
Executive Board

FROM: Sharon Hassan  
Chair, Awards & Scholarships Committee

RE: Committee Report

**Tasks Accomplished or what we are working on since Last Meeting:**

Selected scholarship winners with record committee participation of 8 reviewers.

- ✓ Mailed letters to 13 scholarship winners and nominees.
- ✓ Announced winners at Spring Meeting.
- ✓ One recipient spoke at the luncheon and spent part of the day with us.
- ✓ Received three thank you notices from recipients.
- ✓ Responded to inquiries from students regarding scholarship.
- ✓ Revised brochure.

**Upcoming Tasks:**

- ◆ Set up a committee meeting.
- ◆ Publicize scholarship and recipients in local newspapers.
- ◆ Begin awards process.

**Committee Members:**

Sharon Hassan – Chair  
Jacqui Daughtry-Miller  
Michelle Johnson  
Ingrid Valentine  
Gerleen Russell  
Patricia Rhodes  
Kelly Ellis-Foulz  
Chris Koterba

Albertha Mellerson