

## Robinson Trustees Meeting Minutes

November 15, 2018

DTC Office Hampton Rd.

In attendance: Peter Smith, Jamie Sirois, Joan Smart, Joanna Pellerin, Katherine Miller, Deb Merrill,  
Bill Perkins (arrived late)

### Agenda

#### 1. Minutes of October 18, 2018

Meeting began at 3:31 pm

Peter motioned to accept the meeting minutes as corrected; Deb Merrill  
Seconded. All in favor (6)

#### 2. Treasurer's report

Joan E Smart motioned to accept Treasurer's Report, Deb Merrill seconded. All in favor (6);

Treasurer's report accepted

Note: Bill Perkins arrived at 3:45 PM

#### 3. Review Gold Folder Forms and Applicant Evaluation Form

- Remove the numbers from the Financial Data application as they are confusing.
- Update the date on page 1, page 2 and cover sheet
- Change the drop off location of the scholarship applications to the Counseling Department at EHS.
- In regards to the Checklist, break it down into a more specific itemized list with a place to put a check mark as they complete the steps.
- Overall can we make the application easier/more user friendly for students?
  - Trustees will explore some ways to digitize the application form so students can type into it and print or handwrite for next year.

#### 4. Posting our meetings – what went wrong

- Wrong attachment was sent so meeting was not posted. This has since been corrected.

#### 5. Submission of meeting minutes:

- Submit meeting minutes to [SRiffle@exeternh.gov](mailto:SRiffle@exeternh.gov)

#### 6. Dept. of Charitable Trusts annual report form

- Kate provided us with a copy of registration and annual report that will be given to the Attorney General/Director of Charitable Trusts for NH
  - Registering our first year (includes background information as to what we do)
  - Our trust document is the will.
  - \$25 fee to register with town

Joan Smart needed to leave early.

#### 7. Discussion of grants and grant possibilities

- Postpone discussion of grants and grant possibilities until a later date.

#### 8. Add RSA 91A to what should be in your permanent binder

Noted.

9. OTHER: Trustee Information

- Joan E Smart has written a letter, dated 11/15/18, expressing that she will be resigning from her position on the William Robinson Trust Fund, effective January 30, 2019.

9. Adjourn

Motion to adjourn made by Jamie Sirois; Seconded by Deb Merrill. All in favor (6); Opposed (0)

Meeting adjourned at 5:15 PM.