

Minutes Approved March 19, 2020

Robinson Trustees Meeting
Thursday, February 20, 2020
Minutes

Meeting called to order 3:40 PM

In attendance: Gwen English, Jane McCaffery, Deb Merrill, Kate Miller, Joanna Pellerin, and Bill Perkins. (Jamie Sirois was absent due to bereavement.)

Guest: Erik Loranger, Financial Advisor, Raymond James

1. Minutes of the January 16, 2020 meeting.

- a. Kate Miller motioned to accept the Meeting Minutes and Deb Merrill seconded. The motion was carried (6).
- b. Discussion of how to differentiate the preliminary minutes, which are submitted within 72 hours after the meeting to Pam McElroy and the accepted minutes which are voted on by the trustees at the next meeting. It was decided to affix the term DRAFT to the preliminary minutes.

2. Treasurer's Report

- a. Prepared by Kate Miller, Treasurer
- b. Balances in Accounts as of 1/31/20
 - Checking Account: \$30,477.
 - Income and interest rec'd year to date: \$5832.
 - Investment Account: \$2,229,717.
- c. Expenses
 - Annual Fees to Raymond James yr. to date \$5,017.
 - Taxes withheld yr. to date: \$0.
- d. Scholarships Report/Update
 - As a part of her report Kate Miller presented a list of scholarship recipient and the cash awards committed, for each semester, from Fall 2019 to Spring of 2023. Kate Miller brought a concern to the attention of the Trustees. It has been difficult to get the students to provide their first semester grades in an acceptable format. This is partially due to issues with some colleges' reporting systems. Some students provide transcripts; others provide screenshots. She suggested that another Trustee is needed to help her with the student communication piece. Deb Merrill volunteered to assist Kate with in order to secure their grades in a timely manner. Kate Miller will continue with the financial aspects, as Treasurer and Deb Merrill will assist her with student communication.
- e) Deb Merrill motioned to accept the treasurer's report; Gwen English seconded the motion. The motion was carried (6)

3. Old Business/Planning for Parent Orientation

a. Erik Loranger shared some ideas regarding a potential parent presentation on the topic of guiding parents and students as they prepare for post high school education. He began by noting that there are two preparation phases. The first phase is saving, which can ideally happen early but is often difficult for parents and the second phase is helping students find appropriate higher education matches that will work financially. He provided a draft of a three-page handout for Trustees to review. He mentioned that he has prepared a PowerPoint presentation on the topic. Deb Merrill asked if he would share the PowerPoint with the trustees. He agreed. He is willing to provide one or two presentations. One might be for parents of older students (Middle School-High School) and another for parents of younger students (Elementary). He also noted that he was willing to have presentations videotaped for EXT.V. He was also willing to be videotaped in a discussion with counselors or parents. He also suggested that marketing was important. Having a large banner and photographs of Trustees could attract people to the Information Booth.

b. Bill Perkins shared that in a discussion with Jamie Sawler, Director of School Counseling, it was communicated that childcare is a problem for parents when asked to attend an evening presentation.

c. It was agreed by the Trustees that trying to have two presentations in the launch year was impractical; therefore one early October presentation could reasonably be scheduled. This presentation would include information for parents on phase 1 and 2 of financial planning for post high school education therefore elementary as well as middle and high school parents would be invited. Information Booths would be set up at all fall school Open Houses in SAU 16. A Trustee would man the booth and a flyer, which contained pertinent information on the presentation, would be distributed to interested parents. Food would be available to attract parents to the booth. Funding was set-aside at a previous Trustee Meeting to cover expenses (\$2,000). Trustees would also visit the first PTO meeting at each school to invite parents to attend the presentation. Childcare will be provided. Jane McCaffery offered to coordinate childcare and she will contact Stacy Jordan at the Seacoast School of Technology to inquire if they are willing to support this event. Bill Perkins will attempt to partner with the Counseling Department in order to secure rooms at the Middle School on a Wednesday prior to the third week of October.

d. Further discussion and planning will take place at the March Trustees Meeting.

Erik Loranger departed at 4:45 PM.

4. Other

a. Review of the Trustees' Succession List

i) Typos on the list were corrected.

ii) Bill Perkins motioned to approve the list. Jodi Pellerin seconded the motion.

The motion was carried (6).

b. Robinson Seminary Newspaper Article

i) A Portsmouth Herald news article, written by Barbara Rimkumas, entitled *The Principal Women of the Robinson Female Seminary*, was distributed to the Trustees. It outlines the history of women principals at the Robinson Female Seminary.

ii) The article is attached to the minutes.

- c) The Annual Report to the Office of The New Hampshire Attorney General, Charitable Trust Unit.
 - i) Treasurer Kate Miller presented the Trustees with the required yearly Attorney General Report.
 - ii) The report was reviewed by the Trustees.
 - iii) Bill Perkins motioned to approve the Annual Report to the Office of The New Hampshire Attorney General. Gwen English seconded the motion. The motion was carried (6).

5. Future Meeting Dates

March 19, Trustee Meeting, DTC at 3:30.

April 18, Compilation Committee Work Session, DTC at 9:00.

April 18-May 7, Scholarship Applications Review by Trustees.

May 7, Trustee Meeting, DTC at 3:30

6. Adjourn

- a) Gwen motioned to adjourn. Kate Miller seconded the motion. The motion was carried (6).

Adjourned at 5:10 PM

Minutes submitted by Jane McCaffery, Interim Secretary due to the absence of Jamie Sirois.