

**Robinson Trustees Meeting
Telephonic Conference Meeting
Thursday, March 19, 2020
Minutes**

The President of the Board of Trustees of the William Robinson Fund determined that an emergency exists whereby the Board of Trustees could not meet with a quorum present in person, and provided a Notice of Telephonic Meeting which was duly posted more than 24 hours before the meeting. The bases for the emergency are as follows:

- The federal and state governments have respectively declared a national and state emergency due to the COVID-19 virus outbreak and the U.S. Centers for Disease Control and Prevention (“CDC”) has now recommended that all residents practice “social distancing,” including but not limited to avoiding meetings in confined spaces and using electronic conferencing whenever possible, to avoid the further spread of this virus, and this guidance applies for at least the next eight weeks;
- Several of the Trustees of the William Robinson Fund are over the age of sixty years and therefore at higher risk of serious illness in the event of contracting the COVID-19 virus;
- This creates an emergency whereby the Board of Trustees cannot hold a meeting with a quorum of the Trustees physically present in person, as previously scheduled for March 19, 2020, at 3:30 p.m., at 16 Windsor Lane, Exeter NH.

Telephonic Meeting called to order 3:33 PM

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

1. Minutes of the February 20, 2020 meeting

- a. Prepared by Jane McCaffery, Interim Secretary due to the absence of Jamie Sirois.
- b. Jane McCaffery asked some clarifying questions regarding the Minutes. Members confirmed the correctness of the report.
- c. Deb Merrill motioned to accept the Meeting Minutes and Gwen English seconded the motion. The interim secretary called the roll: Gwen English, aye, Deb Merrill, aye, Kate Miller, aye, Joanna Pellerin, aye, Bill Perkins, aye, and Jane McCaffery, aye. The motion was carried. (6)

2. Treasurer's Report

- a. Prepared by Kate Miller, Treasurer
 - b. Balances in Accounts as of 3/19/20
 - Checking Account: \$29,144.
 - Income and interest rec'd year to date: \$5,832.
 - 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

Kate Miller noted that the change in the checking account amount was due to a payment to Syracuse University for Emma Scheifele to attend summer courses as a part of her architectural degree. This amount was previously approved by the Trustees. Kate Miller also mentioned that the Robinson Fund most likely dropped in value due to the volatility of the markets caused by the Coronavirus Pandemic. She stated that the fund, which is managed by Erik Loranger of Raymond James Associates, contains fixed income bonds, which will help in the long haul. She reminded the Trustees that the scholarship awards draw from income rather than principle. She expects Erik will give us a financial update prior to the awarding of the yearly scholarships. He might also recommend that we tweak our mix of investments depending on the financial situation.
 - e) Gwen English motioned to accept the treasurer's report; Deb Merrill seconded
- the motion. The interim secretary called the roll: Gwen English, aye, Deb Merrill, aye, Kate Miller, aye, Joanna Pellerin, aye, Bill Perkins, aye, and Jane McCaffery, aye. The motion was carried. (6)

3. **Old Business/Planning for Parent Orientation**

- a. Parent Financial Planning Presentation Update

Bill Perkins shared that he had a recent discussion with Erik Loranger and Jamie Sawler, Director of School Counseling. The Counseling Department is willing to partner with the Robinson Trustees in order to provide parents and students with an informative presentation by Erik Loranger concerning financial planning for postsecondary education. Bill has filled out the building use form to obtain the Cooperative Middle School's auditorium, cafeteria and library on the evening of October 7, 2020 with an alternative date of October 14, 2020. He has yet to receive approval; it often takes a few weeks. Bill also shared information regarding this event with David Ryan, Superintendent of SAU 16. Superintendent Ryan gave his verbal approval. Deb Merrill asked about the dates of the CMS's Parent Information Nights in order to begin to set a calendar for Trustees to attend and set up an Information Booth to display information about the Financial Planning Evening and the Robinson Seminary Scholarship Fund. Bill responded that he believed the CMS nights would

most likely be September 15, 16, and 17. He feels that September 8,9 &10 would be too soon after Labor Day. Deb Merrill inquired about Freshman Orientation date, previously mentioned by Jamie Sirois. Bill did not have information regarding that event. Deb mentioned that she reviewed Erik's PowerPoint slides and has some minor word choice (kid-child) suggestions regarding Slides 64 and 65. Jane McCaffery asked if Deb could send the slides electronically, however, these are paper. Jane suggested that the slides could be sent in the application packet for Trustees to review. Jane also inquired if the dates for Fall Elementary Open Houses have been posted. Bill replied that the principals often finalize these at the Administrators' Summer Retreat, which takes place in August. Jane offered to call the elementary schools to secure the dates. She also offered to call the Seacoast School of Technology's Careers in Education staff to inquire about having students help with child care on the evening of the event. Deb Merrill inquired about the fee for obtaining the venue. Bill Perkins said that the fee is usually \$250, but he recently saw it as low as \$100. He expects the fee to be reduced because we are partnering with the guidance department. Bill also suggested that prior to our next meeting, the trustees should ask parents what questions they hope would be answered by Erik Loranger at this event. This will help Erik to pare down his slides to suit the audience. We will bring questions to the next meeting.

Kate Miller departed at 3:58 PM

5. Other

- a. Impact of School Closure, due to the Coronavirus, on the Application Process

Bill Perkins responded that Naviance, a computer software program, is available for all students to access the scholarship application from their home. Deb Merrill noted that federal taxes are due 90 days after April 15, however at this time the 1040 form must be submitted by April 15. Our application deadline is April 17. We might not have the parent's current 1040 forms. Bill stated that nothing is in the bylaws state we need to review the current tax form. Jodi suggested that we accept the current 1040 form or the previous year's form.

- b. Deb Merrill motioned that due to the coronavirus, the trustees will accept this year's 1040 tax form, if available, if not, students can submit last year's tax form. Gwen English seconded. The interim secretary called the roll: Gwen English, aye, Deb Merrill, aye, Joanna Pellerin, aye, Bill Perkins, aye, and Jane McCaffery, aye. The motion was carried. (5)
- c. Jane McCaffery noted that our timeline was determined by the date of the Scholarship Award Ceremonies and these mostly likely will be cancelled. Bill mentioned that we might not get SAT scores due to test postponement. He said that the teachers are working and they will be writing letters of reference and guidance office staff can provide grade point averages to the student's

electronically. He also said that students can not drop them off at the guidance office as planned. They must be mailed. It was suggested that they be mailed to:

Robinson Scholarships
Attention: Kate Miller
DTC
16 Windsor Ln
Exeter, NH 03833

Bill Perkins will contact Jamie Sawler and have Laura Hebert make changes on the Naviance platform regarding the application changes noted above. (Tax Form, Application submission Process, Mailing address for Application Jodi Pellerine Will inform the DTC staff and Kate Miller regarding setting up a process for receiving and holding the application forms. She also noted that we must be flexible with our procedures as this crisis unfolds.

6. Future Meeting Date

- 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

7. Adjourn

- a. Jane McCaffery motioned to adjourn; Deb Merrill seconded the motion. The interim secretary called the role: Gwen English, aye, Deb Merrill, aye, Joanna Pellerin, aye, Bill Perkins, aye, and Jane McCaffery, aye. The motion carried. (5)

Adjourned at 4:23 PM.

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