

Robinson Trustee Meeting Minutes

Wed. Jan. 19, 2022

DTC Offices 3:30PM

Remote Zoom Link Option:

[Virtual Link](#)

In attendance: Jamie Sirois, Leslie Haslam, Gwen English, Deb Merrill, Kate Miller
Attending via Zoom: William Perkins, Jane McCaffery

Meeting called to order at 3:42 PM

1. Approval of Minutes- [RTF Meeting Minutes Dec. 15, 2021](#)

- a) Kate Miller motions to accept meeting minutes as written; seconded by Deb Merill.
 - i) Roll call vote: William Perkins, "aye"; Kate Miller, "aye"; Deb Merrill, "aye"; Gwen English, "aye"; Leslie Haslam, "aye"; Jamie Sirois, "aye", Jane McCaffery, "aye".
- b) All sealed minutes for non-public sessions must be recorded. House Bill 108
 - i) Make a list of sealed minutes including dates - Jamie Sirois will do as soon as possible
 - 1) Trustee Minutes - non public meeting date _____

2. Treasurer's Report

- a) Balances in accounts:
 - i) Checking Account: \$62,323.81 as of 12/31/21. Income and interest on checking received year to date: \$76,629.52
 - ii) Investment Account: \$2,466,609.38 as of 12/31/21. Net Gain received year to date: \$170,151.19
 - iii) Expenses: 8 student scholarships \$12,625 paid since December report; Investment Fee: \$20,800.59
 - iv) Annual Summaries for checking and investment accounts were provided in packet.
- b) Kate Miller motions to accept the Treasurer's Report as written; Leslie Haslam seconded the motion.
 - i) Roll call vote: William Perkins, "aye"; Kate Miller, "aye"; Deb Merrill, "aye"; Gwen English, "aye"; Leslie Haslam, "aye"; Jamie Sirois, "aye", Jane McCaffery, "aye".

3. Scholar Updates

- a) As of January 7th all spring scholarships have been paid.
 - ii) Kaylie Goudreault - will no longer be attending Northern Essex
- c) Deb received an email from A. Scheifele; she will be studying abroad for a semester; our scholarship will still be awarded.

4. Application Review

- a) Reviewed Scholarship History
 - i) Two suggested changes
 - 1) Paragraph 2 "As one of our goals of meeting our new responsibilities" - suggest that we remove the word new
- b) Reviewed Scholarship Addendum
 - i) Applicant Recommendation
 - 1) Add the word faith community in replacement of church in the list for "Has this student made a difference in their community?"
- c) We will need to review the Exeter High School Local Scholarship Application each year to ensure that our necessary information is gathered.
 - i) On a future agenda; let's review the re-application document
- d) Future agenda item - we need to update our checklist for completeness and scoring sheet

- e) Kate Miller moves that with the small changes we approve the addendum and history for the scholarship application form and submit to Laura Hebert; Leslie Haslam seconds.
 - i) Roll call vote: William Perkins, “aye”; Kate Miller, “aye”; Deb Merrill, “aye”; Gwen English, “aye”; Leslie Haslam, “aye”; Jamie Sirois, “aye”, Jane McCaffery, “aye”.

5. Updates:

a) Timeline for Upcoming Meeting Minutes

- i) February (February 16th @ 3:30 PM)
 - 1) Erik Loranger will come to the meeting with a proposal of how we can update our financial investment guidelines.
- ii) March (March 16th @ 3:30 PM)
 - 1) Update forms & letters:
 - (a) Scholarship Scoring Guidelines; once paper version is completed Jamie will create a digital scoring
 - (b) Completeness Checklist for trustees,
 - (c) Scholarship Reapplication Form
 - (i) Create a Robinson Trust Fund gmail address and we can digitize the scholarship reapplication form
 - (d) Revise the letter that is given to scholarship recipients at awards night
- iii) April (April 20th @ 3:30 PM) & April 23, 2022 (Deb & Kate will meet at 10 AM to scan applications)
 - 1) Annual Meeting
 - 2) Scholarship:
 - (a) Application deadline at EHS Thursday, April 14th at noon.
 - (b) Robinson Trust Fund will accept applications until Tuesday, April 19th, 2022
 - (c) When will Laura Hebert need our scholars names who will receive our scholarship
- iv) May (Monday, May 9th @ 3:30 PM)
 - 1) Annual Report due to the Director of Charitable Trusts by May 15th
 - (a) Check with paralegal regarding confidentiality on report; should addresses be included in the document; or are names appropriate.
 - (b) Kate Miller will check on this.

b) Scholarship Alumni Update - Jane

- i) Only have 3 updated pieces of information
- ii) Name, contact information, where they went to school, did they graduate/earn a degree, how much they received

6. Other

None

7. Adjourn

Leslie Haslam motions to adjourn the meeting; Gwen English seconded.

Roll call vote: William Perkins, “aye”; Kate Miller, “aye”; Deb Merrill, “aye”; Gwen English, “aye”; Leslie Haslam, “aye”; Jamie Sirois, “aye”, Jane McCaffery, “aye”.

Meeting adjourned at 5:27 PM