

William Robinson Trust Fund Trustee Meeting Minutes

Wed. April 20, 2022

DTC Offices 3:30PM

In Attendance: William Perkins, Deb Merrill, Kate Miller, Leslie Haslam, Gwen English

Attending via Zoom: Jane McCaffery & Jamie Sirois

Meeting called to order at 3:45 PM.

1. Approval of Minutes- [Draft RTF Minutes March 16, 2022](#)

- a) Gwen English motioned to accept the meeting minutes as written; Kate Miller seconded the motion.
 - i) Roll Call Vote: William Perkins - aye, Kate Miller - aye, Gwen English - aye, Leslie Haslam - aye, Deb Merrill - aye, and Jane McCaffery - aye, Jamie Sirois - aye.

2. Treasurer's Report - Debbie

- a) Re-application form - the new one needs to have a place for a student ID number added onto the form.
- b) Account Balances:
 - i) Checking account balance: \$72,905.55 as of 3/31
 - ii) Income YTD \$20,206.74 as of 3/31
 - iii) Investment Account: \$2,429,180.01 as of 3/31
 - iv) Net Gains: \$5,042.42
- c) Leslie Haslam motioned to accept the treasurer's report as presented; Gwen English seconded the motion.
 - i) Roll Call Vote: William Perkins - aye, Kate Miller - aye, Gwen English - aye, Leslie Haslam - aye, Deb Merrill - aye, and Jane McCaffery - aye, Jamie Sirois - aye.

3. Scholar Updates

- a) One email received from L.T. for re-application form; Deb sent it along and shared that it could be submitted to William Robinson Trust Fund gmail account.

4. Financial Report- Erik

- a) Proposed Revision of Investment Guidelines
 - i) Leslie Haslam motioned to accept the updated investment guidelines as presented; Deb Merrill seconded the motion.
 - 1) Roll Call Vote: William Perkins - aye, Kate Miller - aye, Gwen English - aye, Leslie Haslam - aye, Deb Merrill - aye, and Jane McCaffery - aye, Jamie Sirois - aye.
- b) Stock portion of the portfolio continues to do well; bonds are not doing well.
 - i) We have a lot of bonds coming due; we may hold the funds for a month to see if we can get higher interest rates on new bonds.

- ii) Bonds will start providing us 3% interest
- iii) We have a well-balanced portfolio.
- iv) Global Exposure Summary shows us where the stocks we are invested in are located.
- v) Stock Concentration Summary shows us the companies we are invested in.
 - 1) Only 6 investments fall outside of the Socially Responsible Investing Principles and we will move towards reducing the investments and moving them to alternative investments that are more socially responsible.
- vi) Rewards for Scholarships - \$55,000 on an annual basis.
- c) We may see some bigger swings this summer but Erik will monitor closely and should we need to make changes he will reach out to us.

5. Annual Meeting Task List

- a) Gwen English motioned to move the whole slate of officers forward for the next year; Leslie Haslam seconded.
 - i) Roll Call Vote: William Perkins - aye, Kate Miller - aye, Gwen English - aye, Leslie Haslam - aye, Deb Merrill - aye, and Jane McCaffery - aye, Jamie Sirois - aye.
 - 1) President: William Perkins
 - 2) Vice President: Kate Miller
 - 3) Secretary: Jamie Sirois
 - 4) Treasurer: Deb Merrill

6. Non-EHS perspective applicants- Bill

- a) Leslie Haslam has had conversations with many schools and has provided us with a list with contact information of the college counselors. Many (if not all) want a digital scholarship.
- b) Leslie Haslam drafted a letter to send to private schools college counselors so other students can apply for scholarships that do not attend EHS.
- c) We should send reminders to the schools each year...
- d) Should we put someone in charge of communicating with schools?
 - i) We will assign a trustee in November to disseminate scholarship applications to school counseling departments (application and addendum).
 - (a) We have the EHS application form and the NON-EHS form.

7. Trustee Task List Review

- a) Reviewing tasks by month on the updated task list Kate prepared.
 - i) Two separate documents for vouchers. One form for fall. One form for spring.
 - ii) Kate Miller will update the task list and bring revised version to next meeting.
- b) Grant Availability
 - i) Postpone until next year.
- c) Responsibilities of Officers
 - i) Meeting minutes need to be turned in to town within 72 hours; finalized meeting minutes shall be resent once approved; Secretary is responsible for this.

- ii) Goal for next year: make a task list for secretary; president
 - 1) President will put a notice of meeting out to town.

8. Updates:

- Application Review Apr 23, 2022 @ 9 AM at DTC.
 - Gwen English - Collect applications from EHS prior to April 23, 2022
 - Deb Merrill - collect applications from PO BOX prior to April 23, 2022
 - We will get an encrypted email with the scanned PDF's.

10. Other: Conflict of Interest Forms & Trees

- a) Conflict of Interest Forms are being signed and given to Bill Perkins; he will give them to Jamie
- b) Trees
 - i) Gwen English 3 trees have been purchased and are being planted at Lincoln Street School; The tree we have purchased is being planted this week very close to the Robinson Seminary garden; other two trees are being planted in different locations.
 - ii) Tree was \$288 which when shared among Trustees is \$41.14 per Trustee (make check payable to Deb Merrill and she will collect all funds and send to Stratham Circle Nursery) once Gwen confirms amount we will send check.
 - iii) Plantings are happening tomorrow or Friday.
 - iv) Can we have a celebration at the tree?
 - 1) Potential dates in June?
- c) Leslie Haslam stated that she "would like to thank current officers for past year of service and continued service to the William Robinson Trust Fund."
- d) Gwen shared a collection of new forms for our review and we will review these forms at our next meeting.

10. Next Meeting Date- Monday, May 9, 2022 - Trustee Meeting

- a) Have our scholars ranked in terms of who is most deserving of scholar.

11. Adjourn

Kate Miller motioned to adjourn the meeting, Leslie Haslam seconded the motion.

- ii) Roll Call Vote: William Perkins - aye, Kate Miller - aye, Gwen English - aye, Leslie Haslam - aye, Deb Merrill - aye, and Jane McCaffery - aye, Jamie Sirois - aye.

Meeting adjourned at 5:29 PM.