

Robinson Trustee Meeting Minutes
Mon. Nov. 21, 2022
DTC Offices 3:30PM
Virtual Link will be provided by Kate Miller

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

Meeting called to order at: 3:43 PM

1. Welcome - We will be adjourned by 5:30 PM

2. Approval of Minutes- [RTF Mtg Minutes 10-19-22](#)

Gwen English motions to accept the minutes as written. Deb Merrill seconds.

In favor: Bill Perkins, Deb Merrill, Kate Miller, Leslie Haslam, Gwen English

Abstain: Jamie Sirois

3. Treasurer's Report - Debbie

i) Balances in Accounts:

Checking Account: \$70,175.21 as of 10/31/22

Income: \$5,127,29

Interest: \$17.91

Investment Account: \$2,263,733.17 as of 10/31/22

ii) Erik Loranger called and said that he will move some money from the checking account into a CD to earn a higher yield.

iii) Sawyer will be studying abroad next semester in Berlin, Germany. Communicated with Deb wondering if the scholarship would still apply; Deb responded with yes.

iv) Deb sent emails to students requesting that vouchers and grades be sent to her ASAP.

Leslie Haslam motions to approve minutes as written, Gwen English seconds.

All in favor.

4. Scholar Updates

A. SR will be studying abroad next semester in Berlin, Germany. Communicated with Deb wondering if the scholarship would still apply; Deb responded with yes.

B. Deb sent emails to students requesting that vouchers and grades be sent to her ASAP.

5. Application Review and Finalization

A. Scholarship Application Form

a. When deciding who gets awarded scholarships be sure to check email for any updates that may have been sent by scholars.

b. Bill Perkins will check WRTF email regularly.

B. Financial Information Sheet is accurate

C. Addendum is good

D. Scholarship History document is good.

E. College Counseling Staff letter is good.

F. Award Letter is good.

Non-EHS Scholarship Application Order

- 1) Scholarship History
 - 2) Application Checklist
 - 3) Scholarship Application - Biographical Questionnaire (3 pages)
 - 4) Financial Information Sheet
 - 5) Addendum
 - 6) Applicant Recommendation
- Jamie has scanned the final NON-EHS application as a PDF and uploaded to our shared google drive.
 - The scholarship application for NON-EHS students needs to be emailed out early December. Jamie will bcc all schools that Leslie identifies and will send PDF application.

EHS Scholarship Application Order (FUTURE DISCUSSION Required)

- 1) Scholarship Application - Biographical Questionnaire

***THANK YOU TO GWEN ENGLISH for the hard work with the applications.

6. Subcommittee Updates-

- Grant Process- Next Steps
- "Origin Story" - 1 page WR history next steps

7. Other

- Add check William Robinson Trust Fund GMAIL to monthly agendas
- Bill has asked that Application Visitations be added to the next agenda; can we have an adult go to schools and offer assistance in the scholarship application process
- **Remind Deb to file for Trustee elections in January**

8. Next Meeting Date- January 18th, 2023

Jamie motions to adjourn the meeting; Leslie Haslam seconds the motion.

All in favor.

Meeting adjourned at 5:33 PM.