

Robinson Trustee Meeting Minutes

Wed. Oct. 18, 2023

DTC Offices 3:30 PM

In Attendance: William Perkins, Deb Merrill, Jamie Sirois, Kate Miller, Leslie Haslam, Gwen English, Jane McCaffery; Guest - Erik Loranger

Meeting called to order at 3:36 PM

1. Welcome!

- Check William Robinson Trust Fund GMAIL
 - No new emails.

2. Approval of Minutes- [RTF Mtg. Minutes Sept. 20, 2023](#)

Leslie Haslam motions to accept the meeting minutes as written; Kate Miller seconded.
All in favor.

3. Treasurer's Report - Debbie

Account Balances as of 9/29/23

Checking Account - \$76,014.13

Deposits of \$12,189.50 from the investment account.

Income from dividends & interest of \$214.06

Investment Account - \$2,217,081.06

Kate Miller motions to accept the treasurer's report as corrected; Gwen English seconded the motion.

All in favor.

4. Scholar Updates- Debbie

No scholar updates to report on.

5. Annual Financial Report- Erik Loranger

Update from Erik Loranger

Our portfolio is constructed to take advantage of rates whether they are going up or down.

- We can probably come to a 50/50 allocation rather than a 60% stock; 40% bond.
 - We are going to trim our stock percentage down and increase our bonds.
 - CD's, corporate bonds, etc.
- Corporations are not going to be able to increase their return in dividends
- We are still generating a healthy \$65,000 income to support our scholarships
 - This should be something that we can plan on for the foreseeable future.
- We have a cushion in our checking account to support current scholarships.
- \$20,000 - \$25,000 may be a potential amount to allocate for grant funding.
- Implemented environmental and social guidelines (ESG)
 - We have been slowly moving away from ones that do not align.
 - Began with 12 and have re-allocated 7 investments into investments that follow the ESG requirements
 - We have until 2025 to do this so we are progressing in the right direction.

6. Sub-Committees

- Grants- Draft Review and Discussion
 - Draft Review
 - Discussion ensued regarding deadlines of applications and notifications.

- Timeline
 - Grant application will be finalized by January 2024
 - Educators are notified June 2024 of available grants
 - Trustees receive grant applications by December 2024
 - Review applications from December until March at which point, decisions will be made.
 - Grant process will be finalized in June, recipients will be notified and money is released
- Grant application is completed.
- Others
 - Task List Adjustments
 - Review Grant Applications should be added to December, January, February
 - March - select recipients of grant funds.
 - June - Notify recipients of grant and amount awarded.
 - Kate Miller will update the Task List.

7. Application Process Discussion

- Student Application Assistance
 - Meet with High School Counselors to enlighten them about our application and how they can best support students in successfully completing applications.
 - Our goal is to get on a PLC/Department meeting for the High School Counseling department
 - Leslie Haslam will reach out to Laura Hebert at the high school to see about scheduling this.
 - Workshop with students
 - Would this be helpful?
 - Is this something that EHS would consider?
 - Who is our point of contact?
- Need vs. Academic Standing - table until November

8. Updates

- All Boards Meeting - Bill
 - Informational Meeting
 - New law 91A
 - Avoid side bar conversations
 - Etiquette - what should happen vs. not happen
 - When a person is on zoom we need roll call vote for every; we also need to ask why the person is on zoom (Do you have a substantial reason why you need to be on zoom?) Also supposed to ask - is there anyone in the room that can hear this conversation.
 - Document Referrals - state what the document is so if the public needs access they know what to look for.
 - Conflict of Interest
 - Trustees may choose to recuse themselves from a conversation or abstain from a vote.
 - Emails - do not have conversations within an email
- Right to Know Training - Today at 6:30 PM - Kate will attend
 - We need to have a policy regarding non-public meeting minutes and sealing them.
- Exeter Organizations Mtg.- changes- Kate

9. Other

Jane McCaffery is feeling that she is unable to complete her term due to health concerns but will serve until June

Kate Miller is not running again for a new term

10. Set Next Meeting Date and Time

November 15, 2023 @ 3:30

11. Adjourn

Leslie Haslam motioned to adjourn the meeting; Gwen English seconded the motion.

All in favor

Meeting adjourned at 5:35

Documents completed during meeting:

- WRTF Grant Application