

Robinson Trustee Meeting Minutes

Wed. Feb. 21, 2024

DTC Offices 3:30 PM

Attendance: Jane McCaffery, William Perkins, Deb Merrill, Gwen English, Leslie Haslam
Attending via Zoom: Jamie Sirois (was not practical for her to attend due to COVID illness)

Kate Miller is absent at start of meeting and will join as soon as possible.

Meeting called to order at 3:40 PM

1. Welcome!

- Check William Robinson Trust Fund GMAIL
 - No emails to attend to.

2. Approval of Minutes- [Draft RTF Meeting Minutes 1/17/24](#)

Leslie Haslam motions to approve minutes as written; Jane McCaffery seconded.

By Roll Call Vote: Jane McCaffery (aye), William Perkins (aye), Deb Merrill (aye), Gwen English (aye), Leslie Haslam (aye), Jamie Sirois (aye via ZOOM)

3. [Treasurer's Report](#) - Debbie

Balances in Accounts

- Checking Account: \$71,771.42 as of 1/31/2024 with deposits of \$2,846.23 from the investment account and income from dividends; interest of \$215.72. Twelve scholarship checks were cashed, so there was a withdrawal of \$24,225.00
- Investment Account: \$2,352,432.71 as of 1/31/2024 with income of \$2,847.60; withdrawals to be put into the checkbook of \$2,846.23 and expenses of \$5,239.68 for 1 st Qtr Raymond James fees for 91/366 days at 0.90% on \$2,341,557.61 plus a change value of +\$16,113.41.

- Bi-annually we will share an itemized scholar statement in a non-public session to ensure that we are up to date with scholarship recipients and financial commitments.

Gwen English motions to accept the treasurer's report as written 1/21/24. Jane McCaffery Seconded.

By Roll Call Vote: Jane McCaffery (aye), William Perkins (aye), Deb Merrill (aye), Gwen English (aye), Leslie Haslam (aye), Jamie Sirois (aye via ZOOM)

4. Scholar Updates- Debbie

One scholar emailed Deb and she has shared the updates with the Trustees.

5. Student Application Assistance

- GBCS -
 - Bill Perkins set up a meeting with Stacy Clark in March (date TBD) at 8:00 AM - 9:30 AM
 - Senior seminar will happen at that time and trustees can support seniors with scholarship application process.
 - Goal is for trustees to : help with the application; some of the pitfalls and challenges we see; give a descriptor of the scholarship.

- Leslie Haslam and Jane McCaffery will see if they can attend.
- SST Questionnaire
 - William Perkins completed a form for SST Scholarship sponsor information.
 - Jamie Sirois sent Pam Carr and Sharon Spooner the application as a PDF.

Kate Miller joined meeting at 4:04 PM

- Other
 - Jane McCaffery and Leslie Haslam went to EHS and met with some members of guidance staff. Laura Hebert joined the meeting.
 - Counselors confirmed that Robinson Scholarship is at the top of the list in the Naviance System.
 - FAFSA has changed; huge change
 - Was in Beta testing; was just made available to parents in December.
 - The application system is not working well and is now well behind schedule.
 - Lots of terminology changes.
 - SAI - Student Aid Index is replacing Expected Family Contribution
 - Some of the information we use may be delayed as students may not have access to financial aid packets.
 - School counselors were very appreciative of our time.
 - Leslie Haslam will email the federal informational document that she received so we can review it.
 - Very positive exchange overall and we look forward to continued collaboration with the EHS counseling staff.
 - Question from William Perkins
 - How can we make it less messy this year for our processing of scholarship applications?
 - The answer is unknown. We will have to see how this year goes and reflect.
 - Can we use the SAI as we did with the EFC?
 - Once again, we are not sure, but we feel that we will be able to gather enough financial information from Federal tax filings to help our decision making process.
 - Potential Changes:
 - Our financial form has to change to reflect the new SAI next year.
- Jamie Sirois received communication from a community member; she replied via email and advised where our application can be located and offered further assistance; emailed information on 1/31/2024 to the parent; did not receive communication back.

6. Document Review and Finalization

- [Scholarship Application](#) - we will tweak the financial form for next year after the FAFSA changes have been made
- [Grant Application](#)
- [Scholarship Rubric](#)

Leslie Haslam moves that we approve the Scholarship Application, Grant Application, and Scholarship Rubric as written. Deb Merrill seconded the motion.

By Roll Call Vote: Jane McCaffery (aye), William Perkins (aye), Deb Merrill (aye), Gwen English (aye), Leslie Haslam (aye), Kate Miller (aya) and Jamie Sirois (aye via ZOOM)

8. Updates and To Dos

- Right to Know (additional research)- Kate
 - 91-A Open Meeting Laws
 - Roll Call vote is required whenever one person is attending via ZOOM.
 - In order to attend via ZOOM, it has to be not practical for the person to attend and it should be noted.
 - Town Website Record Retention
 - There is a statute that tells us how long we are supposed to keep things and when we can get rid of them.
 - Long list in a packet that Kate Miller provided (page 3).
 - Keep copies of every checks that are sent out.
 - Keep contract for the life of the scholarship.
 - Keep all scholarship applications for one year after they have been submitted (regardless if they have received a scholarship or not).
 - The scoring rubrics (individual worksheets) are important to retain
 - Keep minutes permanently (when given to town they are kept permanently)
 - Minutes and monthly treasurer's reports (treasurer's reports are kept permanently).
 - Bank Statements keep for 6 years along with copies of checks.
 - We have to create a complete list of all of the sealed minutes in existence from whatever history is available. List needs to include the dates.
- FERPA
 - Public record laws apply to us through the town.
 - We do not receive funding from the Federal Government so we do not need to worry about FERPA.
- March discussion about valuing work experience as much as we do the community service
 - We will honor working as a valuable contribution and that we understand they can't complete as many volunteer hours/community service because they have an obligation to a job.
 - This is honored in our rubric as well.

9. Set Next Meeting Date and Time & Meeting Location Discussion

April 17, 2024 at 3:30 PM at Wheelwright Room

In the upcoming meeting, Jamie Sirois will train trustees on scanning app.

The Trustees of the William Robinson Trust Fund are grateful for the service of Kate Miller and her many contributions to the Trust.

10. Adjourn

Gwen English motions to adjourn the meeting; Deb Merrill seconded the motion.

By Roll Call Vote: Jane McCaffery (aye), William Perkins (aye), Deb Merrill (aye), Gwen English (aye), Leslie Haslam (aye), Kate Miller (aya) and Jamie Sirois (aye via ZOOM)

Meeting adjourned at 5:15 PM.