

Trustees of Trust Funds Nottingham, N.H.

2015 – 2016

Gail Mills, 2015
Lisa Kennard, 2017

Meeting was called to order at 1:00 p.m. January 13, 2015

All members of the Board were present. Visiting tentative Board member: Vytautas Kasinskas (AKA Vito).

Minutes of 11/18/2014 and 12/22/14: Lisa motioned to approve. Gail seconded. All voted "aye". (Gail appointed Vito to write the Minutes for this meeting. Vito accepted.)

1. Vito's Appointment to the Board: Gail explained the process and gave Vito a copy of "Town Board/ Committee Appointment Process." Lisa gave Vito several relevant e-mail addresses. Selectmen's appointment expected soon.
2. Document Security: Lisa addressed the need for a locking filing cabinet (currently unsecured,) and the need for keys to the front door and the conference room for meetings after office hours. She will address the issue with Town Administrator.
3. Policy and Procedures: Gail said we need a job description for each member and a procedure policy for TTF business practices, such as who gets cc copies of letters sent to external parties. It was agreed that cross-training of various tasks is vital to the committee running smoothly. Vito will provide an FYI copy of East Kingston's packet to compare to the packet Lisa began last year using Hampton's template.
4. Orientation: Gail explained at great length the internal workings of TTF Board, such as banking, checking and monthly statements, process for moving monies, etc.
5. Letter writing: Gail re-emphasized the necessary practice of sending cc copies to all members of TTF and relevant parties. Members plan to attend State Seminar.
6. MS-9: Gail said we must complete the MS-9 by the end of the month. Members agree to meet at 1:00 p.m. in the same conference room #2 Tuesday, 27th this month to jointly complete the Report.
7. To Do List: Gail said we need to complete the following tasks: (1) Review the CD Contract with TD Bank regarding 2.5% interest being fixed indefinitely, or due to change and when. (2) Create policies for job descriptions and business practices. (3) Prepare MS-9 on computer and submit to several parties by the end of month. (4) Organize the filing cabinet. (5) Write the Town Report to include new email address. And (6) Add Vito to Bank signature card, as checks require 2 signatures.

Gail motioned to adjourn. Lisa seconded. All voted, "aye." Board adjourned 2:22 p.m.



Vytautas Kasinskas
Secretary Pro Tem
Date Approved: