

Trustees of Trust Funds Nottingham, N.H.

2015 – 2016
Lisa Kennard, 2016
Vytautas Kasinskas, 2017
Gail Mills, 2018

Meeting was called to order at 10:00 a.m. March 24, 2015

All members of the Board were present.

Minutes of 01/18/2015: Vito motioned to approve. Gail seconded. All voted "aye".

1. Vote for offices: Vito nominated Gail to be Board Chair; Lisa seconded; All voted "aye". Gail nominated Lisa for Treasurer. Vito seconded. All, "aye". Lisa nominated Vito for Secretary. Vito seconded the motion. All voted "aye".
 2. Bank signature card: Lisa completed forms. Vito signed. Town clerk will sign to verify Vito's appointment to the Board.
 3. Re-organization of files: Gail commented that the filing system needs to be better organized.
 4. Voting by e-mail: Gail proposed that we could use the e-mail to approve the minutes of the meetings. Vito motioned to adopt the practice. Lisa seconded. All voted "aye".
 5. Job descriptions: Gail proposed the Board update the duties and responsibilities of the three Board members.
 6. Dates for next meetings: The Board agreed to the following dates for Trustee meetings for the rest of the year: May 12 at 1 p.m.; July 14 at 1 p.m.; September 8 at 1 p.m.; and November 10 at 1 p.m.
 7. Town funds: Gail notified Board of forthcoming funds from Town.
 8. MS-9: Gail presented completed MS-9s for signature. All signed. Copies will go to AG's Office, to Terry Knowles; NH Dept of Revenue; Auditors; Town Selectmen; and one for Trustee files.
 9. Auditor's information: Gail presented a checklist from the Town Auditors, requesting transaction information and copies of policies. Requested items were completed at this meeting and will be submitted later. Vito presented an "Internal Control Policy" document, dated 03/24/2015. Gail motioned to adopt; Lisa seconded; all voted "aye". Policy was signed by all members.
 10. Review of Trust documents: Gail reviewed two Wills in file. The first was clear and unquestionable. The second needs to be explored more carefully.
 11. To Do list: 1. Re-write job descriptions and 2. re-organize filing cabinet.
- Gail motioned to adjourn. Lisa seconded. All voted, "aye." Board adjourned 12:22 p.m.



Vytautas Kasinskas
Secretary

Date Approved: 4/03/2015