

Trustees of Trust Funds

Nottingham, NH 03290

Memo for Record: Work Shop, June 25, 2015, Conference Room#2, Town Offices.

Personnel present: Gail Mills, Lisa Kennard, Vito Kasinskas, Keith Pike (TD Bank), and Chris Mills.

1. Lisa presented each Trustee with a copy of "Handbook for Trustees of Trust Funds...2015 Session". She also submitted for reimbursement from Town for mileage to conference and the cost for 2 keys to the Trustees' filing cabinet. Vito was given a key to filing cabinet of which he will have copy made.
2. Gail Mills discussed a purchase of a Van Dame referenced document for sale for \$1,000.00. The issue will be taken up later. Gail said she needs to contact Terry Knowles Esq. at AG's office for guidance. No vote was taken.
3. Gail informed Vito not to submit letter to Selectmen, requesting secure filing cabinet. The issue has to be addressed as part of Town budget, later this year.
4. Workshop: Keith Pike gave the Trustees a tutorial in procedures for making bank deposits. His instructions included how to make multiple deposits, record keeping and controls. He answered general technical questions.

Meeting ended at 1:05 p.m. without a vote.



Vytautas Kasinskas

Secretary

Date Approved: 7/14/2015