

**Trustees of the Trust Fund Meeting**  
**November 18, 2014 Minutes**

Meeting the Municipal Town Office, Conference Room #2 began at 1:05 pm

Present: Gail Mills – Chair, Lisa Kennard, Gail Powell

Others Present: Chris Sterndale

Official resignation given by Gail Powell. A copy of resignation given to Town Administrator to keep in files. Resignation accepted with regret by other members.

Chris Sterndale read protocol for filling position: The two trustees remaining recommend to the selectmen someone to fill the position and/or up to two alternates. Alternates can be appointed for one year at a time.

Gail Powell turned in her trustee notebook and encouraged other members to look through it for any information she had gathered that might be of use to them, or her upcoming replacement.

Gail Mills asked Gail Powell to review and record her job description of secretary, as we will be working again to organize and update policies and procedures. We also plan to organize the files in the cabinets and archival records so we know exactly what we have in what drawer and/or box. Chris S. requested a list of the paperwork we are required to keep and for how long back.

Discussion determined that having a key available to the trustees would enable them to enter the municipal building on evenings or weekends when the town office staff is not present. Chris will obtain key(s). March's town meeting budget will determine if a new office space and larger file cabinet will be available.

Gail M. and Lisa K. will network for names of qualified volunteers to fill Gail P. vacent position. Gail M. will write up a blurb that Chris S will publish of Channel 22 and Lisa will forward to the Facebook All Nottingham group and the Email Blast.

Lisa K requested that when we begin to work on the MS-9 that we create a worksheet that highlights the columns in groups for ease of understanding which figures are used and how they relate to each other. Gail M. agreed it would help. Lisa K requested that the subaccount listing sheet be taken a step further to explain the type of fund and the specifics regarding spending rules of principal &/or interest for each fund, as a learning tool, for new members.

Gail M & Lisa K worked on bank subaccount reconciliation on computer for October. Balance \$808,398.47

Meeting adjourned 2:25 pm

Respectfully,

Lisa Kennard

*Lisa M. Kennard*  
1/13/15