

Trustees of the Trust Funds
Brookfield, NH

October 13th, 2011 Meeting

Present: Tom Giguere, Tom Lavender, Richard Nordin

1. Having been duly noticed, the meeting was called to order at 6:34 PM.
2. Public Comment: None
3. Minutes: Tom L. moved to approve the July 14th, 2011 minutes as written, Richard seconded and the motion passed.
4. Mail: None.
5. Old Business:
 - A. New Town Website: Tom G. reported that the site is supposed to go live on 1 November. Tom G. sent the webmaster two years of minutes to upload, as well as a ToTF Mission Statement and links to key resources relating to the Trustees' work.
 - B. Richard's access to PDIP Accounts: Has been accomplished as per Richard.
 - C. Tom L. continues to work on the new Procedures Manual.
 - D. Archiving Records: **Rich** will work with the town archivist this month to resolve and bring up to date
 - E. Cemetery Trust Interest Allocation: Tom L. will look for last audit. Failing that, Tom G. will contact State Charitable Trust Unit to receive. Once received, corrections as needed will be made by Rich N and submitted for discussion and approval to the Trustees.
6. New Business:
 - A. Cemetery Maintenance Payment – Check not issued to Craig Evans. Tom L. will follow up and resolve.
 - B. Annual Transfer of Funds to Town Treasurer: Tom G drafted the attached letter to the Treasurer asking for confirmation that funds as per Warrant Articles approved at 8 March 2011 Meeting should be transferred. Tom G. will follow up.
 - C. 2012 Budget – Trustees discussed budget proposal for 2012 and resolved to request \$600, consisting of \$450 for salaries, \$50 for dues and subscriptions, and \$100 for training. Motion made by Tom L, seconded by Richard, passed unanimously.
 - D. Draft 2011 Annual Town Report – Presented by Tom G. Discussed and approved. Rich moved, Tom L. seconded, motion passed unanimously.

E. Response to Information Request from State Charitable Trust Unit: Tom G. reported that the SCT Unit requested copies of Authorization Authority for Scholastic Trust Funds A and B. Tom G. researched and provided Warrant Articles from 1995 Town Meeting.

7. Other Business:

A. Unused Trust Accounts: Tom G. will research to determine if a Warrant Article is required to remove these empty accounts.

B. Asset Allocation: Trustees noted that portfolio performance is lagging inflation and net worth of Trusts is being eroded. Rich will set up meeting with Cutwater to discuss options, potentially at next Trustee meeting.

C. Scholastic Achievement Trust: A donation in the amount of \$250 was received from the Kingswood Lake Association. Tom G. responded with an acknowledgement and thank-you note.

8. Next Meeting. 6:30 PM, January 12th, 2012.

The meeting was concluded at 7:25 PM.

Minutes approved _____.

Respectfully submitted: _____
Richard Nordin