

Trustees For Town of Canterbury Trust Funds

Meeting Minutes

April 30, 2025 at Sam Lake Meeting House

Attendees: Tiffany Brown, Greg Heath, Silvia Styles, Beth Blair (selectboard representative)

Call to Order: 1730 Greg called the meeting to order

Approval of Minutes from 2/13/2025: Advised moving adjournment section to appear at the end of the minutes report. Silvia made a motion to accept minutes and Greg seconded the motion. All trustees approved by voice vote.

Old Business:

- I. Quarterly Trust Funds Performance Review
 - a. Reviewed and are in line with our investment policy
- II. Review distributions made since last meeting
 - i. Non expendable trust Lucia Elkins Sick and Worthy, Building Maintenance Capital Reserves—made an error with the Building Maintenance Cap Reserves, will likely need a modification with next years MS-9
- III. Frank Drew funds—ask Rachel at the Library to request funds per year, Trustees will review this request and forward to the Selectboard to approve as agents to expend.
- IV. Canterbury Recreation Funds—Request should be made to Trustees and we review, then send to the Selectboard to approve as agents to expend. Silvia Will ask to meet with Ken Folsom and Mary Hauptmann and Randi Johnson.

New Business

- I. Website Training
 - a. Tiffany to work with Silvia to review how to post to the website.
- II. Zoom program training.
 - a. Silvia has had training and will continue to do this for future meetings.
- III. Funds disbursement for Canterbury Rascals 4H club-Greg emailed Adrienne Hutchinson to discuss the process to request funds and is awaiting communication from her.
- IV. New request from the Town for the Elkins Memorial Building Public Repair—Silvia to review with the Town to see if these funds stay with the Building or can be applied to the Elkins Public Library, Greg to review with the State

- i. Silvia brought up the point that the Elkins Memorial Building Repair is listed as a Capital Reserve Fund, and it should be a non-expendable trust. Greg to review this with the State.
- V. Review of correct procedure for disbursement of funds to individuals and maintaining confidentiality, likely welfare funds—If we need to discuss personal information we would need to go into non-public session.
- VI. Setting up new accounts per Warrant Articles 13 and 14. Greg will do this.
- VII. Documentation of procedures on how to do Quarterly Investment Review and request funds—Silvia to write this up
- VIII. Discussion of Annual posting of funds in Town Newsletter in February. After discussion we decided to post this on our page on the Town Website. Possibly contact Kal to get email distribution list to have Trustees send that out to Committee Chairs at the beginning of the year.

Other Business

- I. **Tricentennial Committee from last meeting will be a committee of the Town and not a Trustees of the Trust Funds responsibility.**

Adjourned: 1825 Motion to adjourn by Greg and seconded by Silvia, approved by all trustees by voice vote

Respectfully Recorded and Submitted By:

Tiffany Brown

Trustee of Town of Canterbury Trust Funds-2028