

# Trustees of the Trust Fund, City of Rochester MINUTES

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Meeting date | time 1/9/2020 6:00 PM | Rochester Public Library Rose Room

Meeting called by	Rob Pallas	Ray Varney, Trustee
Type of meeting	Planning	
Facilitator	Rob Pallas, Trustee	
Note taker	Brett Johnson, Trustee	

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## AGENDA TOPICS

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Time allotted | N/A | Agenda topic Approve Minutes from 12-03-2019 | Presenter Brett Johnson

Meeting minutes were reviewed and a motion to approve was made by Rob Pallas and seconded by Brett Johnson and passed unanimously.

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Action items	Person responsible	Deadline
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Time allotted | N/A | Agenda topic Open Issues | Presenter Rob Pallas

Discussion:

Signed payment requisition form for \$175 from the Spaulding High School Golf Team Fund payable to Mr. Dennis Butch Emerson for a golf banquet event at Dynasty Restaurant.

Signed fund receipt form for \$100 from Bernier Insurance payable to the Bernier Insurance Scholarship Fund.

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Action items	Person responsible	Deadline
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[Topic]

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Time allotted | N/A | Agenda topic New Business | Presenter Rob Pallas

Discussion:

Welcomed Mr. Ray Varney as a new Trustee of the Trust Funds.

We discussed the questions that Ms. Audrey Blodgett, from the NH Charitable Trusts Unit, had pertaining to the 2019 MS 9 and MS 10. We signed a payment transfer form to transfer income from the Sarah L. Varney Scholarship Fund to the Women's Club of Rochester Scholarship Fund in order to bring the Women's Club Fund back from a negative balance. We discovered that the Sarah L. Varney Library Fund was mistakenly reduced to a negative balance. We will inform the State of NH that no further disbursements will be made from this Library Fund until the balance is brought back up to positive. We discussed a distribution error that Charter Trust made on the Adams and Pray Fund reported on the MS 9 and they will take corrective actions.

Rob will provide copies of a couple funds that the Charitable Trusts Unit requested documentation on.

Brett will work with Charter Trust to re-submit the 2018 MS 9 and MS 10 reports via the NH online portal.

A motion was made by Brett Johnson and seconded by Ray Varney to appoint Rob Pallas as the official Bookkeeper of the Trustees of the Trust Fund.

Next meeting scheduled for Wednesday, March 11 at 6:00 PM in the Rochester Public Library Rose Room.

Action items	Person responsible	Deadline
Email responses to Charter Trust questions	Rob Pallas	ASAP
Provide trust fund documents to State of NH	Rob Pallas	ASAP
Contact Charter Trust to have them re-submit 2018 MS 9 & 10 reports	Brett Johnson	ASAP

*Motion to adjourn meeting was made by Rob Pallas and passed unanimously at 7:07 PM.*